

PART-TIME ADMINISTRATIVE CLERK

Job Duties:

- Part-time position only;
- No benefits provided;
- Assisting in Tax/Sewage Office;
- Assisting in the Code Enforcement Office with filing and scanning;
- Data entry;
- Assisting with Receptionist duties during the lunch period and during vacations;
- Filing;
- Account research;
- Payment processing; and
- Any other duties that may be required.

Job Requirements:

- Ability to deal with the public and fellow employees in a polite and courteous manner;
- Attention to detail crucial;
- Good organizational skills;
- Proficiency with numbers;
- Good computer skills;
- Confidentiality is mandatory;
- Ability to lift 5 lbs.;
- Ability to sit in an office chair in an upright position unaided for 6 hours; and
- Ability to stand unaided for 1 hour.

Job Details:

- Rate of pay is presently \$16.56 per hour;
- Maximum of 24 hours of employment per week;
- Collective bargaining agreement in place;
- Hourly increase predicated upon union contract;
- Work schedule is flexible; however, additional time is needed when Receptionist is on vacation;
- Cell phone use, texting, and use of electronic media prohibited during work hours.