

# CITY OF GOSHEN, INDIANA

## POSITION DESCRIPTION

**Department:** Board of Works/Utilities

**Position:** Receptionist/Office Assistant III

**Status:** 20 hours per week or less

**FLSA Status:** Non-exempt (Hourly)

**Date of Announcement:** October 10, 2017

**Application Deadline:** Until position is filled

### **Essential Duties and Responsibilities:**

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive.*

- Answers incoming phone calls; routes calls to appropriate individual; takes and delivers messages.
- Provides information and assistance to callers.
- Types and documents all minutes, ordinances, and resolutions from Board of Works and Council meetings and distributes.
- Enters manual payable checks into computer system.
- Types, copies, files, and prepares various mailings for Mayor's office and Clerk-Treasurer's office.
- Performs other related essential duties as required.

### **Minimum Training and Experience Required:**

- High school diploma or equivalent and one to two years relevant work experience; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.

### **Special Requirements:**

- Bilingual preferred.

### **Minimum Physical and Mental Abilities:**

- Ability to operate a variety of automated office machines including typewriter, calculator, copier, computer, telephone switchboard system, fax, etc.
- Ability to exert physical effort in sedentary to light work.

### **Mathematical Ability:**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and merge data.

### **Language Ability and Interpersonal Communication:**

- Ability to comprehend and correctly use a variety of informational documents including billing invoices, payroll vouchers, cash receipts, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including dictionary, Ordinance Books, etc.
- Ability to prepare telephone messages, minutes, agendas, memos, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to accurately record and deliver information, meet deadlines, and maintain confidentiality of restricted information.
- Ability to use and interpret computer and accounting terminology and language.

- Ability to use independent judgment, common sense, and principles of rational systems in the performance of tasks.
- Ability to work under stressful conditions, to respond immediately to crisis situations, and to balance priorities within and between offices.
- Ability to maintain personal composure and tactfully handle difficult situations and interpret questions.
- Ability to advise and interpret the application of policies, procedures and standards to specific situations; ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards.
- Ability to communicate effectively with customers, City personnel, and the general public, verbally and in writing.

**Environmental Adaptability:**

- Ability to work effectively in an office environment.

**Rate of Pay:**

Grade 5 as designated by current salary ordinance.

Min - \$14.90                      Mid - \$17.85                      Max - \$20.80

**Work Hours:**

Monday - Friday, 1:00 p.m. - 5:00 p.m. with possible exceptions as needed

Applications available in Human Resources, 204 E. Jefferson St., Goshen, or online at [www.goshenindiana.org](http://www.goshenindiana.org). Click Job Opportunities.

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