

CITY OF GOSHEN, INDIANA

POSITION DESCRIPTION

Department: Court

Position: Office Assistant III

Scheduling: 40 hours

FLSA Status: Non-exempt (Hourly)

Date of Announcement: May 1, 2018

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 telephone and walk-in inquiries providing information and assistance; takes and delivers messages.
- Performs a variety of general office duties.
- Prepares memos and correspondence.
- Operates a variety of office machines, including computer and telephone system.
- Maintains files and office filing systems.
- Interacts with customers; provides information and assistance.
- Provides support to entire department as needed and interacts with other departments.
- Sorts and distributes mail.
- Receives and forwards inquires and complaints.
- Performs other related essential duties as required.

Minimum Training and Experience Required:

- Must have high school diploma or equivalency and vocational/technical training in computer/word processing and secretarial skill plus relevant work experience.
- Strong accounting skills,
- Associates degree preferred.

Language Ability and Interpersonal Communication:

- Ability to prepare receipts, memos, correspondence, and other job related documents.
- Ability to meet deadlines.
- Ability to work under stressful conditions.
- Ability to communicate effectively.

Environmental Adaptability:

- Ability to work effectively in an office environment.

Rate of Pay:

Starting Pay: \$15.42 (Grade 5 as designated by current salary ordinance.)

Work Hours:

Monday - Friday, 8:00 a.m. - 5:00 p.m.

Applications available in Human Resources, 204 E. Jefferson St., Goshen or online at www.goshenindiana.org. Click Job Opportunities.

The City of Goshen provides equal employment opportunities to all employees and applicants for employment. EOE/Drug Free/Smoke Free.