

CITY OF GOSHEN, INDIANA

POSITION DESCRIPTION

Department: Clerk-Treasurer

Position: Office Assistant III

Scheduling: Up to 25 hours per week

FLSA Status: Non-exempt (Hourly)

Date of Announcement: August 8, 2018

Application Deadline: Until position is filled

Essential duties and responsibilities:

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

- Assists with processing payroll with the guidance of the Payroll Administrator.
- Provides information and assistance to visitors/customers.
- Maintains Board of Works and Council packets for Clerk- Treasurer.
- Keeps records of City and Utility vehicle titles.
- Performs a variety of clerical duties including word processing, data entry, copying, filing, scanning records, etc.
- Double-checks and mails account payable checks.
- Back-up for attending Board of Works weekly meetings.
- Provides assistance and back-up to co-workers, when needed.
- Performs other related duties as required.

Minimum Training and Experience Required:

- High school diploma or equivalency and some relevant work experience; or any equivalent combination of education, training and experience.

Minimum Physical and Mental Abilities Required:

- Ability to operate a variety of automated office machines.
- Ability to exert physical effort in sedentary to light work.

Language Ability and Interpersonal Communication:

- Ability to work under stressful conditions.
- Ability to comprehend and correctly use a variety of informational documents.
- Ability to accurately record and deliver information, meet deadlines, and maintain confidentiality of restricted information.
- Ability to communicate effectively.

Environmental Adaptability:

- Ability to work effectively in an office environment.

Rate of Pay:

Grade 5 as designated by current salary ordinance. Starting wage: \$16.62

Work Hours:

Monday, Tuesday, and Wednesday - 9:00 a.m. - 5:00 p.m. and other hours as needed.

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