

# CITY OF GOSHEN, INDIANA

## POSITION DESCRIPTION

**Department:** Clerk-Treasurer's Office

**Position:** Office Assistant III

**Scheduling:** Monday – Friday, 8:00 am – 5:00 pm

**FLSA Status:** Hourly, Non-exempt

**Date of Announcement:** August 8, 2019

**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.*

- Provides information and assistance to visitors/customers of the office and by telephone.
- Receives money, prepares receipts, and enters receipts into computer.
- Prepares and sends various city billings: Rank Vegetation notices, Sidewalk, etc.
- Stamps and sorts mail.
- Processes daily deposit and delivers deposit to bank.
- Attends the Board of Public Works and Safety meetings as the back-up and is the primary when needed.
- Process claims and does IDIS drawdowns for Community Development Block Grant (CDBG).
- Prepares quarterly reports for CDBG.
- Tracks and reconciles credit card payments and bank accounts.
- Processes and records cemetery burial, lot purchases, transfers and issues deeds.
- Liaison for the Cemetery Board.
- Prepares quarterly financial reports for Cemetery.
- Updates donation fund spreadsheet monthly.
- Calculates and post interest monthly.
- Send copies of payments to Central Garage and Mayor's Art Council.
- Download and reconcile Accumed reports for ambulance fees and enters into the system.
- Receipt EFT payments for Appriss, FAA, and DOJ when necessary.
- Performs various clerical duties including Word documents, Excel spreadsheets, copying, filing, etc.
- Maintains files and filing system.
- Performs other related duties as required.

### **Minimum Training and Requirements:**

- High school diploma or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.

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

- Ability to operate a variety of automated office machines.
- Ability to utilize departmental software.
- Ability to exert physical effort in sedentary to light work.
- Ability to work effectively in an office environment.

### **Mathematical Ability:**

- Ability to add, subtracts, multiply, divide, calculate decimals and percentages, and measure data.

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

- Ability to comprehend and correctly use a variety of informational documents including accident reports, checks, burial permits, lot purchases, and other reports and records.
- Ability to comprehend a variety of reference books and manuals
- Ability to prepare billings, monthly reports, memos, correspondence using prescribed format.
- Ability to accurately record and deliver information, meet deadlines, and maintain confidentiality of restricted information.

- Ability to use independent judgment and common sense 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 communicate effectively

**Rate of Pay:**

Minimum \$15.89 Midpoint \$19.02 Maximum \$22.16 (Grade 5 as designated by current salary ordinance.)

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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