

PART-TIME RECEPTIONIST/INVENTORY CLERK

SUMMARY

Responsible for receptionist duties such as greeting visitors, answering the telephone, waiting on customers, taking payments and looking up information in the computer. Performs typing, filing and data entry as necessary. Performs related duties as required.

SUPERVISION RECEIVED

Work is performed under the general direction of the City Clerk.

RESPONSIBILITIES & ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential duties. (These examples do not include all of the duties which the employee may be expected to perform.)

1. Answers the telephone and transfers calls to appropriate department.
2. Assists customers at the counter, taking water bills and tax payments, looking up tax assessments and other information and taking necessary copies.
3. Acts as a support person for the Department Heads and other office personnel.
4. Types a variety of correspondence, minutes, agendas and forms.
5. Performs mailings as necessary.
6. Operates office equipment such as, but not limited to, computer, typewriter, calculator, copier, FAX machine, radio and mailing machine.
7. Acts as special project coordinator.
8. Assists Building Official with necessary research, filing data entry and paperwork. Assists contractors with required documents.
9. Acts as Purchasing Agent for the City. Monitors quantities of supplies and reorders as necessary. Performs rate comparisons and researches supply catalogs for merchandise requested by employees.
10. Maintains MSDS files as required by state MIOSHA law.
11. Performs related duties as assigned and helps other office employees as necessary.
12. Acts as collection agent for Water/Sewer and Tax delinquent payments.

ESSENTIAL FUNCTIONS, QUALIFICATIONS & KSAs (Knowledge, Skills & Abilities) FOR EMPLOYMENT

All of the following functions, qualifications, KSAs and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

- Knowledge of the City of Grand Blanc and surrounding areas in order to research and dispense accurate information to the public regarding taxes, City services, City officials and election information
- Knowledge of basic office procedures and practices and skill in applying them in the performance of general receptionist and counter duties

- Skill in the operation of a telephone, computer, word processor, calculator, cash register, typewriter, copier and other standard office equipment
 - Ability to perform work accurately
 - Ability to communicate effectively
 - Ability to work as a team player and to take initiative and perform work independently
 - Ability to type in order to use the computer/word processor
 - Ability to organize, develop and complete special projects
 - Ability to see well to complete duties 1-7
 - Ability to hear well to complete duties 1, 2 and 3
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- Required training and experience includes an Associate's Degree in a related field and two (2) years of experience, or a Bachelor's Degree in a related field and one (1) year of experience.

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