CITY OF ORTING

JOB DESCRIPTION

Job Title: Reception Clerk **Department:** Administration

Reports to: Assistant City Administrator/City Clerk **Revision Date:** 01/21/2025

Annual Salary: Range 10 of the approved City wage matrix

SUMMARY DESCRIPTION

This is a full-time Fair Labor Standards Act non-exempt, non-Civil Service office/clerical position. A typical work week is Monday through Friday 8:00 am to 5:00 pm. The incumbent in this position is subject to a six (6) month probationary period.

Under general supervision of the Assistant City Administrator/City Clerk, Reception Clerk performs a variety of office clerical related duties to support the activities of the City of Orting administrative staff including customer reception, records maintenance, copying, filing, cashiering and other clerical duties as assigned.

REPRESENTATIVE DUTIES

Duties may include but are not limited to, the following:

1. Customer reception; answers phones and/or greets customers in person;
2. Responds to public inquiries and requests or directs the customer to the appropriate staff person;
3. Assists with receipting revenue into the city treasury.
4. Manages and processes facility rentals for the city and maintains the facility use calendar;
5. Manage and organize internal records such as Vehicle titles and contract files;
6. Processes business license requests for the city through a Department of Revenue log in.
7. Responsible for maintaining records related to position in accordance with state and city records management policies;
8. Assists with public records requests;
9. Provides coverage for Utility Billing Clerk during times of absence.
10. Assists the Parks and Recreation department as needed with city events and activities at the direction of the Asst. City Administrator/City Clerk.
11. Other duties as assigned.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties:

Knowledge, Skills and Abilities:

While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

- Working knowledge of computers and electronic data processing;
- Working knowledge of modern office practices and procedures
- Ability to effectively meet and interact with the public;
- Effective verbal and written communication skills;
- Ability to perform arithmetic computations accurately and quickly.
- Personal computer including work processing software; copy machine; fax machine; multi-line phone and 10-key calculator.

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

- Graduation from high school or GED equivalent *(required)*
- Specialized course work in general office practices such as typing, filing, and computers *(preferred)*

Experience:

- Two (2) years of related office and clerical experience *(preferred)*

License(s) or Certificate(s):

- Valid Washington State driver's license

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting.

Physical: Sufficient physical ability to lift up to 10 pounds; walking, sitting or standing for duration of workday.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

REASONABLE ACCOMMODATIONS

Reasonable accommodations may be made in accordance with the Americans with Disabilities Act and the Fair Employment and Housing Act.

This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change. This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee.

The City of Orting provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, religion, sex, sexual orientation, marital status, national origin, age, gender, disability, genetics, or status as a protected veteran.

_____	_____
Supervisor Signature	Employee Signature
_____	_____
Date	Date