



CITY OF KETTLE FALLS

JOB DESCRIPTION

Job Title: Secretary/Clerk

Department: Public Works & Clerk/Treasurer

Reports To: Public Works Superintendent & Clerk/Treasurer

Effective Date: 02/13/2024

The position of Clerical Assistant is a part time position reporting to the Public Works Superintendent and the Clerk/Treasurer of the City of Kettle Falls. This position is appointed by the Public Works Superintendent and the Clerk/Treasurer subject to confirmation by the Mayor.

Major Function and Purpose

The Clerical Assistant is responsible for accurately maintaining records for utility customers including water, sewer and garbage. He/she is responsible for voucher preparation, filing, answering phones, makes task-related decisions and has day-to-day public contact.

Job Duties and Responsibilities

The Clerical Assistant receives general instructions upon initial assignment in terms of overall purpose and scope of work. Specific jobs and regular recurring duties are carried out with relative independence depending upon familiarity of job procedures.

The job duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by a supervisor.

- Routinely waits on customers, receiving payments, handling money transactions, responding to complaints, offering service and assistance in person and by telephone.

- Prepare billing information for residential and commercial customers; enter data into computer;
- Prepare work orders for field personnel; load billing routes into handheld meter readers, load usage information into computer for bill preparation.
- Perform a variety of tasks related to utility billing, check and tabulate data, prepare summary reports; generate and mail bills in accordance with bulk mailing procedures.
- Maintain customer files; issue delinquent notices. Initiate work orders for connection, disconnection or transfer of water service
- Assists the Public Works and Clerk/Treasurer departments with voucher preparation, deposits, receipting and various secretarial duties including typing, filing and mail distribution.
- Attends monthly meetings, taking minutes, preparing agendas and other documentation as needed.
- Updates and maintains correspondence and records for the Public Works and Clerk/Treasurer departments.
- Prepares building permits and maintains correspondence and records for the Building and Planning department.
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- Assists other positions as needed and performs other duties as assigned.
- Accountable for working with confidential material and information.

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.

- Thorough knowledge of office procedures, equipment and computer processes. Experience with Microsoft Windows preferred.
- Ability to establish and maintain effective working relationships with city personnel, subordinates, other agencies and the general public.
- Ability to greet the public in a professional, friendly manner and assist customers with a variety of requests.
- Ability to type accurately. (40+ w.p.m. preferred)

- Ability to become knowledgeable of department procedures and City ordinances.
- Good oral and written communication skills are required.
- Ability to set work priorities and work under minimal supervision.

Qualifications

Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis. Ability to interface with public, ability to speak and write clearly, and ability to function in stressful situations required.

- Must have obtained a high school diploma or general equivalency diploma;
- Minimum of one (1) year of office/clerical experience. Education and/or experience in customer service preferred.
- Must have a valid Washington State Driver's License;

Working Conditions/ Physical Requirements

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job the employee regularly works indoors, is required to use hands and fingers to handle, feel or operate objects, tools, controls and reach with hands and arms. The employee frequently is required to stand, talk and hear. The employee is occasionally required to walk, sit, climb or balance, stoop, kneel and crouch.

The employee must routinely lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds (within WISHA limitations). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Contacts and Relationships

The Clerical Assistant will have daily contact with employees of the City and with the citizens of the community. In addition he/she will be expected to present him/herself in a manner creditable to the City in all contacts with any individual, agency, or jurisdiction with which he/she may come in contact.

Experience and Training

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

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 should not be construed to imply that these requirements are the exclusive standards of the position. The duties listed above are intended only as illustrations of the various types of work that may be performed. Incumbents will follow any other instructions, and perform any other related duties, as may be lawfully required by their supervisor.

Signature

Date

**CITY OF KETTLE FALLS
P.O. BOX 457
KETTLE FALLS, WA 99141
509-738-6821**

We are an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis including race, creed, color, age, sex, religion or national origin.

POSITION APPLIED FOR: _____

DEPARTMENT: _____

DATE: _____

NAME: _____
(last), (first), (middle)

SOCIAL SECURITY NUMBER: _____

PHYSICAL ADDRESS: _____

MAILING ADDRESS: _____

HOME TELEPHONE: _____ **ALTERNATE PHONE:** _____

Give number where you may be reached or a message may be left.

GENERAL INFORMATION

Are you now or have you ever been employed by the city? _____ Yes _____ No
If yes, give title, department and dates:

Will you accept part time or temporary employment? _____ Yes _____ No

Do you have relatives employed by the city? _____ Yes _____ No

Do you possess a valid driver's license for Washington State? _____ Yes _____ No
License number: _____

OFFICE SKILLS: (Write number of years of experience in space next to each skill)

Computer: _____ 10 key calculator _____ Typing speed: _____

Additional Skills: _____

COMPUTER SKILLS

Describe your computer skills, including programs used:

POOL/TECHNICAL SKILLS

Describe any licenses or certifications you have received. i.e., WSI, Senior Life Saving

EQUIPMENT SKILLS

Describe your equipment operation skills related to the job for which you are applying:

LICENSES AND CERTIFICATES: (description, issued by and expiration date)

EDUCATION AND TRAINING

High School graduate or general education development test passed?

_____ Yes _____ No

If no, circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12

Colleges, vocational or technical schools, training centers: (List name of school, degree/certification earned and date of completion)

EMPLOYMENT AND SALARY HISTORY (Begin with most recent employer)

From: ____/____/____ To: ____/____/____ Monthly Salary: _____

May we contact this employer? ____ Yes ____ No Hours per week: _____

Your Title: _____

Your Duties: _____

Employer: _____

Address: _____

Supervisors Name: _____ Title: _____

Reason for Leaving: _____

From: ____/____/____ To: ____/____/____ Monthly Salary: _____

May we contact this employer? ____ Yes ____ No Hours per week: _____

Your Title: _____

Your Duties: _____

Employer: _____

Address: _____

Supervisors Name: _____ Title: _____

Reason for Leaving: _____

From: ____/____/____ To: ____/____/____ Monthly Salary: _____

May we contact this employer? ____ Yes ____ No Hours per week: _____

Your Title: _____

Your Duties: _____

Employer: _____

Address: _____

Supervisors Name: _____ Title: _____

Reason for Leaving: _____

From: ____/____/____ To: ____/____/____ Monthly Salary: _____

May we contact this employer? ____ Yes ____ No Hours per week: _____

Your Title: _____

Your Duties: _____

Employer: _____

Address: _____

Supervisors Name: _____ Title: _____

Reason for Leaving: _____

CONVICTION(S)

Have you ever been convicted of a felony or served time in prison during the last seven years? ____ Yes ____ No

If yes, explain each conviction on an attached sheet and include the date, charge, place and action taken.

REFERENCES: List below the names of three (3) persons not related to you, who have known you at least one (1) year

Name	Phone	Relationship	Yrs Known
1:	_____	_____	_____
2:	_____	_____	_____
3:	_____	_____	_____

APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize the city of Kettle Falls to verify their accuracy and to obtain reference information on my work performance. I hereby release the city of Kettle Falls from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of the Employer. However, I further understand that neither the policies, rules, regulations of employment or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or the Employer may terminate my employment at any time with or without notice or cause.

Signature of Applicant: _____ Date: _____

CITY OF KETTLE FALLS

AUTHORIZATION FOR RELEASE OF EMPLOYMENT PERSONNEL RECORDS

DOCUMENT REQUESTED BY THE CITY OF KETTLE FALLS:

- Employment Records
- Medical
- Personal Information
- Financial Information

Name of Applicant: _____

Maiden or Other Names: _____

Date of Birth: _____ SSN #: _____

Application for Position of: _____

To Whom It May Concern:

I respectfully request and authorize you to furnish to the City of Kettle Falls any employment, medical, physical and mental records or reports in your possession, including all information of a disciplinary, confidential or privileged nature (or Photostats of same). This information is to be used to assist the City in determining my qualifications and fitness for the position I am seeking with the City of Kettle Falls.

I hereby release to you, your agent(s) and your organization from any liability or damage which may result from furnishing the information requested above.

Applicant's Signature

Date

Note: This form may be retained in your files.