

Additional information and the application are available on the City's website [www.cityoflewistown.com](http://www.cityoflewistown.com) or job service. Completed applications must be submitted to City of Lewistown, Attention: Human Resources by April 15, 2024.

## **JOB POSTING**

**Class Title:** Office Clerk/Assistant Water Clerk

**Accountable to:** Finance Officer

**Wages and Benefits:** The wage for the position is \$16.85 per hour. It will be a full-time position, willing to consider flexible hours. City of Lewistown provides health insurance, paid time off and other benefits. Retirement is required. There is a one-year probationary period.

**Primary Objective of Position:** Under general supervision, performs a wide variety of clerical work of moderate complexity. Work varies utilizing judgment within prescribed standards and procedures.

**Essential Job Functions:** General knowledge of Word, Excel, Power point and QuickBooks computer programs. Ability to use specialized municipal computer software. Meet the public, hear and speak with clarity, and use various office machines. Physical demands are limited involving sitting, stooping, standing and some lifting up to 25#s.

**Major Areas of Accountability and Performance:** Answer all phone calls, direct phone calls to appropriate staff and accurately take messages when necessary. Performs duties of cashier, involving receipting of monies collected from varying sources including utility payments, business licenses, and cemetery lots; provides information to public and to operational personnel; routes incoming and outgoing mail; operates various office machines including computer input.

Performs specific department duties that may include balancing account receivable accounts; collecting and posting monies to appropriate accounts; prepares and mails statements for other areas in the City; issues, bills, and collects business licenses; may assist the City Clerk in general clerical duties that may include keeping code and ordinance books updated, printing minutes into minute books, and such other related duties. Responsible for annual maintenance assessments. Photocopying materials and preparation of materials to be distributed.

Initiates routine daily, monthly, and annual department operational records and prepares tabulations and summaries; may work with information which is generally limited and often confidential; position requires substantial contact with the public and fellow employees; work is performed in an office and hazards and discomforts are minor and controllable; physical demands are limited and reasonable accommodations can be made. Other duties as assigned.

**SUPERVISION-RESPONSIBILITY FOR WORK OF OTHERS:** None.

**Education, Training, and Experience Requirements:** Graduation from high school, including courses in typing, filing, computers and other secretarial functions, PLUS one year's office experience with cashiering, and computer knowledge and skills required, with experience dealing with the public desirable.

**Example of Performance Criteria and Expectations:** Effectively distributes mail, checks in utility payments and receipt bills to the proper account; other assigned duties are carried out effectively and efficiently.

Establishes and maintains effective positive working relationships with fellow employees, superiors, and the public.