

# CITY OF BLUE EARTH

## Office Specialist

Job Code: 1301

FLSA             Exempt             Non-Exempt

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**JOB DEFINITION:** Under general supervision, provides clerical and secretarial support to the City Clerk/Administrator, Deputy City Clerk and other City staff.

**ESSENTIAL FUNCTIONS:** *The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

### REPRESENTATIVE DUTIES:

Prepares a variety of letters, forms, notices, publications, lists, resolutions, ordinances, contracts, minutes and inter-office correspondence; composes correspondence.

Answers phone and directs calls to appropriate City staff; schedules meetings; processes billings; prepares and processes mailings.

Issues various permits; responds to questions regarding the permit process, City codes, zoning and related topics.

Prepares and distributes agenda packets and related materials for various meetings; attends meetings; takes notes and prepares minutes; distributes meeting minutes.

Creates and maintains various filing and records systems; logs and files legal documents.

Transcribes tapes; answers police calls and the dispatch officer

Orders office supplies and materials.

Accepts reservations for the use of City buildings and facilities.

Maintains the City's web site; makes updates to the City's code book and distributes the changes

Performs backup payroll; maintains petty cash; updates the City's rosters and business list.

Performs other duties as required or assigned by the City Administrator and Deputy Clerk.

Attends City Council, board, and/or committee meetings as scheduled.

### KNOWLEDGE, ABILITY and SKILLS:

- Knowledge of City policies, programs, procedures, rules and regulations.
- Knowledge of modern office practices and procedures.
- Knowledge of City codes, permits and zoning procedures.
- Knowledge of basic bookkeeping practices and procedures.

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### **KNOWLEDGE, ABILITY AND SKILLS:**

- Ability to establish and maintain effective internal and external working relationships.
- Ability to effectively operate a personal computer and various software applications.
- Ability to maintain confidentiality and handle confidential information.
- Ability to communicate effectively, both orally and in writing.
- Ability to prepare various reports and correspondence.

**MINIMUM QUALIFICATIONS:** High school diploma or equivalent **AND** two years of experience in general office operations. Possession of a valid State of Minnesota driver's license.

**ADDITIONAL REQUIREMENTS:** May be required to lift and/or carry supplies, materials, equipment and/or items weighing up to 50 pounds.