

Town of Akron – Administrative Clerk –Town Clerk Office

General Statement of Duties: This part-time position is part of the Town Hall team and provides administrative support to the Town Clerk and Deputy Clerk, including but not limited to:

- Provide customer service as front desk reception as needed and answer/direct telephone calls from multiple lines.
- Data entry with understanding of accounts payable, accounts receivable, general ledger entries and other bookkeeping needs and digitally store meeting recordings.
- Modest assistance with website management and other social media applications.
- General clerical duties such as copying, filing, and processing mail.

Functions, Duties and Ability to: The following examples are illustrative only and not intended to be all inclusive.

- Understand and carry out oral and written directions, communicate clearly and concisely, both orally and in writing;
- Maintain confidentiality;
- Learn and utilize various software applications; type at a speed necessary for successful job performance;
- Compile and maintain documents, reports and records;
- Respond to requests and inquiries from the general public, and internal staff; establish and maintain effective working relationships with those contacted in the course of work.

Knowledge of:

Modern office technology and equipment including computers and related software such as Microsoft Office products; principles and procedures of customer service, records management, basic accounting practices, budgeting practices and processes, and inventory control; English usage, spelling, grammar and punctuation; general mathematics; business writing and report preparation; and spreadsheet applications.

Physical Conditions:

Work is performed in an office environment and is generally sedentary; primary functions require physical condition necessary for sitting for prolonged periods of time, light lifting, repetitive motions, extensive use of computer keyboard; ability to lift 30 lbs.

Qualifications

High school graduation or equivalent supplemented by one (1) year of administrative support and/or customer service experience; knowledge of basic bookkeeping and financial transactions; ability to acquire a Notary Public.

EST. 1882
DISCLAIMER

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT.

Nothing in this job description restricts the Town of Akron's ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. Those functions may change at any time as the needs of the Town change or for other reasons deemed appropriate. This does not constitute a contract, written or implied, between the Town and any Town employee. No employee should consider these guidelines as a contract. The Town of Akron does not guarantee any specific term or length of employment. All employees of the Town are "at will employees".

ACKNOWLEDGMENT

I have read the above job description for the Town of Akron Administrative Clerk position.

Applicant

Date

Town Employee

Date