

POSITION: OFFICE ASSISTANT
Reports to: City Manager
FLSA Status: Temporary; Seasonal; Non-exempt
Pay Grade: 6

SUMMARY: The **Office Assistant** provides office and clerical support to the City Manager and City staff during the summer months.

ESSENTIAL FUNCTIONS:

Office and Clerical Support

- Answer telephone; direct calls and/or takes messages
- Greet customers; assist customers as able or refer to appropriate staff member
- Perform general clerical duties to include, but not limited to, photocopying, faxing, mailing, and filing
- Collect and receive payments for City services and products.
- Handle or refer other problems and situations as they arise within the facility
- Perform various maintenance duties as directed to maintain a clean and safe facility

OTHER FUNCTIONS:

- Perform other duties, projects and tasks as may be required by the Finance Officer or City Manager and/or to assure the success of City operations and services

QUALIFICATIONS AND REQUIREMENTS:

1. Education and Work Experience

- High School Diploma or GED required
- Must have previous office and customer service experience

2. Skills, Knowledge and Abilities

- Must have strong customer skills, in person and on the phone, and with customers and co-workers
- Should have good skills with general office equipment; knowledge of common computer software
- Must be able to follow routine verbal and written instructions; able to express ideas clearly
- Must be able to sort and file alphabetically and numerically; calculate numbers and figures

3. Physical Capabilities

- Normal office environment; moderate physical activity, including sitting, standing, walking, filing, operating office equipment; must be able to lift and carry files and office supplies up to 30 pounds, and occasionally up to 50 pounds
- Must be able to operate normal office equipment, review work products, file and retrieve files

4. Other

- Present professional appearance and attitude at all times
- Attend and participate in in-service training session

NOTE:

- The City of Canton is an Equal Opportunity Employer, and will consider applicants for all positions without regard to race, religion, creed, color, national origin, genetic information, sex, age, disability, political affiliation, marital or veteran status, or any other basis prohibited by South Dakota or federal law.
- In accordance with the American's with Disabilities Act, the City of Canton will consider reasonable accommodations for qualified individuals with disabilities.
- This position description is intended to provide a fairly comprehensive and accurate description of the position, but it will not cover all aspects, details or tasks required. Other functions, responsibilities and

requirements may be assigned, and this position description may be changed at the direction of the City Manager at any time.

ACKNOWLEDGEMENT:

I have read this position description and will do my best to effectively perform the functions and responsibilities required.

Employee

Date

I have reviewed this position description with the individual identified above, and will do my best to provide effective direction and support so this employee can be successful in his/her performance.

Supervisor

Date