

CLASS TITLE: Part-Time Account Clerk

ACCOUNTABLE TO: City Clerk or higher-level Account Clerk

FLSA STATUS: Non-exempt

PRIMARY OBJECTIVE OF POSITION: Under general supervision, operates an electronic cash drawer; assists customers; answers multi-line telephone; operates a ten-key calculator, fax machine, and copy machine; performs some routine bookkeeping; files and assists business office personnel as needed. Performs work that varies somewhat but is performed within prescribed standards.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE: Answers a multi-line telephone; transfers and directs telephone calls; assists customers by receiving payments for city utilities and other charges; assists customers with utility connects and disconnects; provides information and answers inquiries; assists various departments with receipts and inquiries; operates an electronic cash drawer including reconciliation of cash drawer each day; operates a ten-key calculator; files; sorts and distributes mail; operates a copy machine and fax machine; performs some routine bookkeeping; runs errands; assists other clerks as needed; and performs related work as required.
Position requires frequent contact with the public and fellow employees.

PHYSICAL DEMANDS: Position requires limited movement and involves sitting most of the time, but may involve walking or standing for brief periods of time; duties are usually performed in surroundings where undesirable physical conditions and hazards are minor and controllable with the proper safety equipment to prevent injury.

- Must be able to occasionally lift and carry 40 pounds and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects.
- Must be able to see in low or bright lighting conditions and distinguish between colors.
- Must be able to hear clearly, speak clearly and write clearly.
- Must possess the ability to write and prepare reports.
- Must possess the ability to read, understand, and interpret written material and reports.

- Must possess the ability to perform math skills, such as addition, subtraction, multiplication and division.
- Must have constant use of fingers on both hands.
- Work involves sitting or standing 60% of the time and walking and standing while performing various tasks 20% of the time.
- Work involves stooping, kneeling, crouching, bending, and climbing, including reaching overhead.

EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS: Any combination of education and experience equivalent to graduation from high school including knowledge in bookkeeping, typing, and business, and one year of office experience. Operation of a ten-key calculator by touch. Basic knowledge of computer operation, along with the skill and ability to operate a computer to perform the essential duties and responsibilities desired. Knowledge of Microsoft Word and Excel preferred. Bi-lingual preferred but not required.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

Core Competencies: Every City staff member must possess or work to attain the following five core competencies: **Communication, Interpersonal Relations, Customer Service, Accountability and Dependability, Job Knowledge and Supervision and Performance Management** (only if applicable to the position).

Provides the public adequate information and assistance in a courteous manner;

Reports are properly prepared and timely submitted;

Forms, claims, and funds are accounted for, balanced, and disbursed accurately;

Types correspondence and business forms, not requiring a specific speed;

Applies knowledge of modern office procedures, equipment, bookkeeping principles, and practices.

Notice Regarding Medical and/or Recreational Marijuana Use: Because the possession and use of marijuana whether for medical use or otherwise, constitutes a federal offense and because the City of Lamar is a drug free workplace, the City will not accommodate the medical use of marijuana and enforces written policy prohibiting the use of marijuana. The fact that state law recognizes medical marijuana as a prescribed or otherwise permitted, medication does not alter or otherwise change the policy.

THE CITY OF LAMAR PROVIDES EQUAL EMPLOYMENT OPPORTUNITIES TO ALL EMPLOYEES AND APPLICANTS FOR EMPLOYMENT AND PROHIBITS DISCRIMINATION AND HARASSMENT OF ANY TYPE WITHOUT REGARD TO RACE, COLOR, RELIGION, AGE, SEX, NATIONAL ORIGIN, DISABILITY STATUS, GENETICS, PROTECTED VETERAN

STATUS, SEXUAL ORIENTATION, GENDER IDENTITY OR EXPRESSION, OR ANY OTHER CHARACTERISTIC PROTECTED BY FEDERAL, STATE OR LOCAL LAWS.

THIS POLICY APPLIES TO ALL TERMS AND CONDITIONS OF EMPLOYMENT, INCLUDING RECRUITING, HIRING, PLACEMENT, PROMOTION, TERMINATION, LAYOFF, RECALL, TRANSFER, LEAVES OF ABSENCE, COMPENSATION AND TRAINING.

Lamar/2023