

CITY OF IRONWOOD

**CLERK'S OFFICE
TEMPORARY WORKER**

General Summary

Performs clerical support for the Clerk's office. This position will assist in maintaining a variety of records, reports, and transfer hard copy records to digital records.

Supervision Received

Work is performed under the supervision of the City Clerk and/or Clerk I-Clerk. Assignments to assist other City Departments may be made by the primary supervisor.

Essential Duties and Responsibilities

An employee in this position may be called upon to do any or all the following:

1. Perform basic clerical duties as requested within the City Clerk's Office and other departments as needed.
2. Sort material for filing and maintain a variety of files on correspondence records and other materials.
3. Research and compile data as requested.
4. Assist with entering cemetery records into Cemetery BS&A software.
5. Prepare a variety of correspondence using Microsoft Office programs along with other necessary computer programs.
6. Assist with Campground Inquiries.
7. Scanning documents, data entry, and digitally filing of documents.
8. May assist with some voter registration and qualified voter registration files as requested.
9. Ability to read and follow a set record retention schedule.
10. Perform related work as required.

Minimum Qualifications

1. Must have a valid driver's license.
2. Demonstrates regular attendance.
3. Work with minimal supervision.
4. Ability to communicate effectively and respectfully with colleagues and the Public.
5. Ability to remain confidential regarding sensitive matters.

Necessary Knowledge, Skills, and Abilities:

1. Knowledge and proficiency with relevant software applications (Microsoft Office, Adobe).
2. Skill in establishing and maintaining effective working relationships with supervisors, co-workers, and the public.

3. Ability to work independently and be self-directed.
4. Ability to remain professional during interactions with the public and colleagues.
5. Ability to adhere to confidentiality requirements on interactions, business transactions and conversations.

Materials and Equipment Used

1. Standard computer software including, but not limited to, Microsoft Office, and BS&A Software.
2. Use of Telephone.
3. Standard office equipment to perform clerical tasks including printers, scanners, and copiers.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk, sit, climb or balance, stoop, kneel, crouch, or crawl, and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee primarily works in a sedentary office setting. The noise level in the work environment is moderately quiet but can vary day to day. Interactions with the Public will occasionally increase in intensity creating a loud and disruptive work environment. Several interruptions will happen throughout the workday.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.