

**Administrative Assistant  
Secretary/Cashier**

**Employment Status:** Full Time

**Salary Range:** 3B-3F

**Basic Function:** Under the direction of the Clerk/Treasurer, perform a variety of responsible administrative, secretarial, clerical and public relations duties. Perform office support activities, type and/or proof documents and letters, reports, memos, correspondence, agreements and contracts.

**Essential**

**Job Functions:** Perform a variety of administrative, secretarial, clerical and public relations duties to assist the Clerk/Treasurer in connection with City matters. Perform a variety of office support activities for the water and building department. Prepare and type documents and letters, reports, and memos. Assist the Mayor, Clerk/Treasurer, Deputy Clerk and Utility Director with special projects as assigned. Balance daily water receipts and preparation of bank deposit. Customer relations include processing water payments, establishing water service for new customers, arrange disconnects for customer terminating service with the city, general front counter assistance for City Hall, answer phone calls, greet customers, provide information of general or limited technical nature; take messages and refer callers to appropriate person or department as necessary. Sort and deliver/distribute mail to appropriate person or department as necessary. Order office and janitorial supplies. Arrange and set up for meetings in conference room. Assist water superintendent with various projects which could include maintaining sanding schedule, treatment plant weekend duty, banners and flag calendar. General office duties include typing, filing, mail, FAX, preparing purchase orders for signature, making travel arrangements/reservations and taking messages when necessary.

**In the absence of the Deputy Clerk, duties include:**

Open office in morning.

Check Police department for any money taken in from previous day/overnight transactions.

Prepare bank deposits and refunds due to released prisoners.

Take deposits to banks and mail to post office, pickup mail.

Open new water accounts and close out accounts of customers terminating service with the city.

Close office in evening.

**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 position, the employee is regularly required to walk, stand, stoop, climb stairs and sit at a desk.

Successful performance requires vision abilities that include close vision. The employee must occasionally exert or lift up to 25 pounds.

**Minimum**

**Qualifications:**

Valid Washington State Driver's License, High School Diploma or GED. Demonstrate computer experience to include such programs as Microsoft Word and Excel. Type at least 40 words per minute. Basic office skills and knowledge.