



# City of Yamhill

A small taste of Oregon

## **YAMHILL CITY HALL** **TEMPORARY PART TIME OFFICE STAFF**

DEPARTMENT: Yamhill City Hall

FSLA: Non-Exempt

REPORTS TO: City Clerk

WAGE: \$15.00 per hour - 25 hours per week

JOB TITLE: Temporary Part Time Office Staff

### DESCRIPTION:

This Temporary Part Time Office Staff position is intended for a minimum of 30 days and could be circumscribed depending upon the needs of staff.

Under general supervision, performs a variety of general, technical, and complex clerical tasks associated with City Hall, Municipal Court, and Law Enforcement support services; maintains confidential and highly sensitive records as related to city records, municipal court records, police activities; and performs related work as required.

### SUPERVISION RECEIVED AND EXERCISED

General supervision is received from the City Clerk, although work is performed independently. Current function by the City Clerk and Assistant.

### ESSENTIAL FUNCTIONS:

Responsibilities and duties may include, but are not limited to, the following:

- Types, records, and files a wide variety of city records, municipal court records, police records, reports, and materials.
- Use computers, databases, word processing, and spreadsheet applications to enter, modify, and retrieve data.
- Assist with the City Hall, Municipal Court and other offices requiring the transmission of documents and the coordination of city records, municipal court records, violations, criminal filings and maintains records and tracks such actions.
- Assist with preparing correspondence, reports, forms, receipts, brochures and specialized documents from drafts, notes, brief instructions, corrected copy, or prior materials using a computer with form templates.
- Assists with maintaining office files, following an established filing system; compiles information from such files; purges files as required.
- Operates standard office equipment, including job related computer hardware and software applications for data entry, facsimile equipment, and multi-line telephones, may operate other department specific equipment.
- Perform related duties and responsibilities as required.

#### MINIMUM QUALIFICATIONS:

##### Knowledge of:

- Functions, principles and practices of a city municipality and law enforcement agency, including records disbursement as directed.
- Applicable laws and regulations and statutes.
- Computer applications related to the work, computer use, and basic spreadsheet applications.
- Standard office practices and procedures, including filing and the use of standard office equipment.
- Record keeping and filing principles and practices.
- Standard business arithmetic and basic statistical techniques.
- Techniques for dealing effectively with the public and city staff; in person and over the telephone.

##### Ability to:

- Follow verbal and written instructions.
- Learn departmental objectives, policies, procedures, and terminology.
- Learn applicable federal and state requirements.
- Scan documents.
- Operate a variety of modern office equipment, including computer terminals.
- File alphabetically, numerically, and chronologically.
- Understand and carry out oral and written directions.
- Perform basic business math relate to accounting for large sums of money.
- Maintain physical and mental capacities appropriate to the performance of assigned duties and responsibilities.
- Maintain confidentiality and security of records and information; and establish and maintain effective working relationships with coworkers, supervisory personnel, sworn officers, the general public, and other agency personnel.
- Establish and maintain self-control in dealing with angry or hostile individuals.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

#### ADDITIONAL INFORMATION:

##### EXPERIENE AND TRAINING GUIDELINES:

Any combination of experience and training that would provide the required knowledge and abilities may be qualifying. A typical way to obtain the required knowledge and abilities would be:

##### Education / Training:

- Currently enrolled in or Graduated from high school.
- Ability to learn in a city municipal government and law enforcement setting.

Experience:

- Ability to learn job related responsibilities including but not limited to city municipal government, municipal court, clerical and police records.

WORKING CONDITIONS

- Ability to sit for long periods of time, stoop, kneel, crouch, reach, grasp, write, and perform repetitive motions, such as taking cash, replenishing supplies, using a computer and a telephone.
- Hearing and speaking ability sufficient to carry on a conversation with another individual (or group of individuals) in person and over the telephone.
- Visual ability sufficient to read and produce printed material and information displayed on a computer screen.
- Must be competent to write, spell and relate accurate information on incident and accident reports, as needed.