



## **PART TIME POSITION**

**Position:** Part Time Receptionist  
**Salary:** \$10.56 – \$13.34 hr. (Scale 14 – 24)  
**Schedule:** 11:00 a.m. – 5:00 p.m. Monday – Thursday (1/2 hour break)  
**Closing Date:** February 10, 2009 at 5:30 p.m.

### **GENERAL PURPOSE**

Under general supervision of the City Finance Director/ Recorder, this employee will be responsible for answering phones, helping customers, receipting money and other essential functions.

### **ESSENTIAL FUNCTIONS**

1. Courteously and in a timely manner, answers phones, greets and screens visitors. Makes appropriate referrals.
2. Accurately types letters, reports, and minutes.
3. Accurately maintains various files in city offices.
4. Places phone calls in a courteous and timely manner.
5. Receives complaints from residents and relays messages in a timely manner.
6. Assists with signing up new utility customers for service and explains billing process in a courteous, friendly manner.
7. Accurately files customer utility agreements.
8. Collects bail on each citation referred to the Salem City Court.
9. Assists with signing people up for traffic school.
10. Schedules reservations for Knoll Park, pavilions and Community Center.
11. Maintains accurate files in record room.
12. Does letters as needed.
13. Assists in issuing Building Permits, filing permits, scheduling inspections, etc.
14. Distribute Blue Stakes and document work orders.
15. Accurately receipts money for deposit.
16. Will be filling in for Police Department Secretary during lunch time.
17. On occasions, will be required to cover vacations (working a full day (9 hours & Fridays)).
18. On occasions, will be required to daily deposits to the bank.
19. Working with the city treasurer to help set up new utility customers, terminate utility customers, and working on collections for utility customers.
20. Is governed by Salem City Personnel Policy.
21. Must be willing to attend all safety and other city employee meetings as needed.

### **POSITION QUALIFICATIONS**

1. Education and Experience. Graduation from standard senior high school or equivalent, and have some experience.
2. Necessary Knowledge, Skills, and Abilities. Knowledge of computer operations, including a working knowledge of spreadsheets and word processing; Ability to maintain effective working relationships with employees, other agencies and the public; ability to think and act independently; ability to work under pressure; ability to communicate effectively, verbally and in writing.