



PART TIME POSITION

Position: Receptionist
Salary: \$9.00 – \$11.00 hr.
Schedule: 11:30 a.m. – 4:30 p.m. Monday – Friday.
Closing Date: February 16, 2007 at 4:30 p.m.

GENERAL PURPOSE

Under general supervision of the City Recorder/Finance Director, this employee will be responsible for answering phones, helping customers, 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 courteously and timely manner.
5. Receives complaints from residents and relays messages in a timely manner.
6. Sells dog licenses according to procedure and attends dog clinic to sell licenses.
7. Assists with signing up new utility customers for service and explains billing process in a courteous, friendly manner.
8. Accurately files customer utility agreements.
9. Collects bail on each citation referred to the Salem City Court.
10. Assists with signing people up for traffic school.
11. Schedules reservations for Knoll Park, pavilions and Community Center.
12. Maintains accurate files in record room.
13. Does letters as needed.
14. Assists in issuing Building Permits, filing permits, scheduling inspections, etc.
15. Schedules building inspections.
16. Accurately receipts money for deposit.
17. Is governed by Salem City Personnel Policy.
18. 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.

Note: This position may turn into a full-time benefited position in the near future.