

**City of Mattoon, Illinois
Job Description**

Title: Administrative Assistant – City Clerk’s Office

Classification: Non-Exempt

Compensation Range: \$37,440 - \$43,155.84 per year DOQ

POSITION SUMMARY:

Performs a variety of general office duties as required and plays a vital role in processing confidential and vital records in this positive workplace. Receives direct supervision from City Clerk.

DISTINGUISHING CHARACTERISTICS:

The City Clerk’s Office is a unique office where there are historical City documents, Illinois Department of Vital Records documents, and other highly confidential documents.

EXAMPLES OF DUTIES:

Type and proofread a variety of documents including general correspondence, agendas, reports, memos and statistical charts from rough draft, recordings, forms, copy, notes or verbal instruction.

Perform a variety of routine office work including filing, billing, verifying and recording information on records.

Act as a receptionist; answer the telephone and wait on the general public, providing routine and general information on departmental and city policies and procedures as required; refer telephone calls to appropriate department personnel.

Compile data for statistical and financial reports; maintain a variety of statistical records; check and tabulate basic statistical data; prepare statistical reports.

Process Vital Records as required by the Local Registrar

Process Freedom of Information Requests as directed.

Process personnel, payroll and purchasing information; order and maintain office supplies; resolve errors in orders received and on invoices.

Perform record keeping for various funds and expenditures; maintain inventory records and other department and program files.

Perform data-entry and other information into computer.

Sort and file documents and records, maintain alphabetical, index and cross-reference files.

Operate a computer, calculator and/or other office equipment.

Receive, sort and distribute incoming and outgoing correspondence.

Issue, receive, type and process various applications, permits and forms.

Maintain and control petty cash fund; accept payment of fees and make change; maintain and process cash records.

May distribute agendas and council packets, new hire information and form letters.

May assist with the Dodge Grove Cemetery office duties.

Performs related work as required.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

Familiarity with Microsoft Office (Word, Excel).

Knowledge of mathematics through basic algebraic equations.

Skill in the detection of discrepancies in general correspondence, agendas, reports, memos and statistical charts

Skill in planning and scheduling work to accommodate changing situations and the needs of customers and vendors.

Ability to exercise sound judgment in making decisions and in securing compliance with departmental and city policies and procedures.

Ability to establish and maintain effective working relationships with interdepartmental personnel and the general public.

Ability to investigate complaints, explain requirements and participate in the resolution of problems.

Ability to legibly and accurately annotate pertinent factual data and to prepare clear, concise oral and written reports.

Ability to perform tasks that require stooping, kneeling, visual acuity, depth perception and color vision.

Ability to work independently and as a team member.

A high degree of discretion in dealing with confidential information.

QUALIFICATIONS:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be some general office experience including public contact and training equivalent to a high school degree or equivalent. Additional specialized office training is desirable.

PHYSICAL REQUIREMENTS:

Incumbent may engage in the following movements: stooping, reaching, pushing, pulling, fingering and grasping; some of which may be repetitive.

Incumbent must sit, stand, and walk for various periods of time while performing the duties of the position.

Hearing and speaking ability sufficient to carry on a conversation with other individuals in person and over the telephone.

Visual ability sufficient to read and complete written correspondence, information on a computer screen, and operate a motorized vehicle.

Exerts up to 20 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to move objects.

Performs highly complex and varied tasks requiring independent knowledge, its application to a variety of situations, as well as exercise of independent judgment.

NECESSARY SPECIAL REQUIREMENT:

Possession of a valid Illinois Class D Drivers License.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.

Benefits include:

Bi-weekly Pay

Vacation Leave – 10 days of accrual upon completion of one year.

Sick Leave – 10 days of accrual upon completion of one year.

Paid Holidays - 13 each year

Health/Dental Insurance (includes life insurance)

IMRF Pension – deferred benefit pension