

JOB DESCRIPTION

JOB TITLE: PT/On Call Office Assistant

DEPARTMENT: Administration

IMMEDIATE SUPERVISOR: City Administrator

DIRECTION OF OTHERS: none

MINIMUM EDUCATION, TRAINING, EXPERIENCE REQUIRED:

- High School diploma,
- Working knowledge of computers and applications

WORK PERFORMED, AREAS OF RESPONSIBILITY:

- Accommodate needs/requests of public in professional, personable manner
- Record pool receipts/disbursements and record season's income (loss)
- Book reservations for Straight River Park, maintain keys, and keep deposits on file
- Record utility bill receipts
- Typing letters/memos as needed
- Answering phones during City Administrator absence
- Backup for Utility Billing
- Supply ordering
- Filing
- Other duties as assigned

LIQUOR STORE BOOKKEEPER (1/3 time)

- Verify daily reports of receipts and maintain accounting records
- Other duties as assigned