

# **City of Hudson**

## *Job Posting*

The City is accepting applications for a part time Office Assistant. Some of the duties and job description is noted below. This position will start at \$18.00 per hour.

### **OFFICE ASSISTANT**

**GENERAL STATEMENT OF DUTIES:** To perform duties as Office Assistant; to assist with the day-to-day activities of the City Office, accounts receivable, utility billing, and to perform related work as required.

**SUPERVISION:** Work is performed under the general supervision of the City Clerk. The City Manager has Supervisory Authority.

**TYPICAL EXAMPLES OF WORK:** An employee in this class may be called upon to do any or all of the following: (These do not include all of the tasks which the employee may be expected to perform).

- Assist with general office work and public contact work to include the receiving of incoming phone calls and customers.
- Assist with the recording and follow-up on various citizen complaints.
- Collecting and recording payments for water bills, etc. from incoming mail and walk-in customers.
- Maintain schedule for the Community Center Rental and Park pavilion rentals.
- Opening and sorting of daily mail and distribute to various departments.
- Prepare correspondence, records, and miscellaneous reports as required.
- Maintain office supply inventory for City Hall.
- Assist City Treasurer with Accounts Payable.
- Assist City Clerk with tax assessment request from banks and title companies etc.

### **TRAINING AND EXPERIENCE:**

- Knowledge of modern office practices, procedures, and methods.
- Ability to set up and maintain accurate records and files as needed.
- Ability to deal with private business concerns and the public tactfully and courteously.

- Knowledge of computer operation about billing, posting, etc.
- Initiative and resourcefulness in performing secretarial work.
- Ability to maintain effective working relationships with City Officials, employees, and the general public.
- Some responsible clerical and bookkeeping experience, preferably in municipal government.
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- Graduation from an accredited high school supplemented by education and/or training in general office operations.