



Effective Date: March 1, 2018

Organization: City of Barre, Vermont, USA
Position Title: Parking Ticket- Water Clerk (Part-Time)
Department: Administrative
Supervisor: Director of Public Works or their designee

Salary \$16.00 per Hour

Summary/Objective

The Parking Ticket- Water Clerk under general supervision, provides administrative support in an office environment with a variety of moderate to complex tasks and functional activity.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Perform moderate to complex administrative support duties to include composing and typing routine correspondence. Conduct research, compile and type statistical reports, and verify accuracy as required. Organize and maintain routine and confidential files, correspondence and other records. Provide work direction and training to student workers and part-time administrative support staff.
 2. Greet visitors, respond to or refer questions, answers and screen telephone calls, schedule and arrange conference calls. Read, route, and respond to incoming and outgoing mail and correspondence, including e-mail and faxes.
 3. Assist in performing fiscally related tasks to include accounts receivable, parking ticket collection and Water and Sewer payments.
 4. Order and maintain supplies, and arrange for equipment maintenance.
 5. All other Clerk-Bookkeeper Duties As assigned
- 1.

Necessary Knowledge, Skills and Abilities

1. Associates degree or equivalent experience preferred
2. High School Diploma or GED required
3. Application and intermediate knowledge of office practices and procedures. Intermediate to advanced computer skills.

4. Effective phone etiquette skills.
5. Must be able to communicate effectively in both written and verbal form. Must maintain confidentiality of work related information and materials. Must establish and maintain effective working relationships.
6. Excellent customer service skills.
7. Should have knowledge of document-imaging technology.
8. Moderate levels of English reading, writing, speaking, and comprehension.
9. Moderate levels of active listening, critical thinking, learning, coordination, instructing, service orientation, installation, time management, and organization.
10. Positive attitude, strong work ethic, ability to work under pressure, and be a fast learner
11. Ability to work as a contributing member of a work team or environment
12. A methodical approach to solving problems
13. Ability to follow written and oral instructions
14. Ability to establish and maintain effective working relationships with other employees and the public

Competencies

1. Ability to effectively work with the Microsoft Office Suite

Supervisory Responsibility

This position has no supervisory responsibility.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL ACTIVITY REQUIREMENTS

- Employee is responsible for wearing and maintaining personal protective equipment.
- This job requires the ability to stand for extended periods of time.
- This job requires the ability to see, whether naturally or with vision correction tools (glasses, contacts).
- This job requires the ability to hear, whether naturally or with hearing correction tools (hearing aid) in order to communicate with co-worker/supervisors/customers, and to recognize audible warning devices from trucks and equipment.
- Must have the ability to be on one's feet regularly and use hands, arms, and legs repeatedly on the job.
- Specific vision abilities required by this job include: close vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Work frequently occurs in confined areas.
- The noise level in the work environment is sometimes loud.

Primary Physical Requirements		Other Physical Requirements	
Lift up to 10 lbs.:	Performed regularly	Twisting:	Occasionally performed

Lift 11 to 25 lbs.:	Performed frequently	Bending:	Performed frequently
Lift 26 to 50 lbs.:	Performed rarely	Crawling:	Occasionally performed
Lift over 50 lbs.:	NA	Squatting:	Occasionally performed
		Kneeling:	Occasionally performed
Carry up to 10 lbs.:	Performed frequently	Crouching:	NA
Carry 11 to 25 lbs.:	Performed frequently	Climbing:	Occasionally performed
Carry 25 to 50 lbs.:	Performed occasionally	Balancing:	Occasionally performed
Carry over 50 lbs.:	NA	Work Surfaces	
Reach above shoulder height:	Occasionally performed		
Reach at shoulder height:	Performed frequently	In Avg. 8 hour Day Employee is Required to:	
Reach below shoulder height:	Performed frequently	Sit	
		Consecutive Hrs.	1 2 3 4 5 6 7 8
Push/Pull:	Performed frequently	Total Hrs.	1 2 3 4 5 6 7 8
Hand Manipulation		Stand	
Grasping:	Performed frequently	Consecutive Hrs.	1 2 3 4 5 6 7 8
Handling:	Performed frequently	Total Hrs.	1 2 3 4 5 6 7 8
Torquing:	Occasionally performed	Walk	
Fingering:	Performed frequently	Consecutive Hrs.	1 2 3 4 5 6 7 8
		Total Hrs.	1 2 3 4 5 6 7 8

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee regularly works in an office environment. The noise level in the work environment is usually moderate to loud.

Position Type/Expected Hours of Work

This position is classified as non-exempt part-time. Standard days and hours of work are Monday through Thursday, 10:00 a.m. to 3:00 p.m. with designated lunch time of 11:00 – 11:30 a.m.

Travel

Not required

Additional Eligibility Qualifications

None required for this position.

Work Authorization/Security Clearance (if applicable)

Must be authorized to legally work in the United States

Must be able to get to and from work on a consistent basis

AAP/EEO Statement

City of Barre provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, City of Barre complies with applicable state and local laws governing nondiscrimination in employment in every location in which the City has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

City of Barre expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of City of Barre's employees to perform their job duties may result in discipline up to and including discharge.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____