

VILLAGE OF SALADO – OFFICE CLERK

Employment Status: Non-exempt; at-will; Part-Time

Salary: \$ 10.00 - \$11.00/hr. (D.O.Q.)

Hours: Mon-Fri 10:00am – 4:00pm (25 hours max per week)

General Statement of Duties

This position performs administrative duties in support of all office departments.

Duties of the Village Office Clerk include, but are not limited to:

- Assisting customers at the front window and on the phone
- Operating the cash register
- Filing
- Working on miscellaneous projects as directed by the Village Administrator
- Assist in processing Municipal Court cases
- Assist Village Secretary in record management (including electronic)
- Assist in processing permits/contractor registration
- Basic data entry
- Sort and distribute incoming mail
- Perform other duties as assigned

Competency

To perform the job successfully, an individual should demonstrate the following competencies; customer service, oral communication, written communication, teamwork, leadership, diversity, organizational support, strategic thinking, judgment, motivation, planning and organization, professionalism, quality, safety and security, adaptability, attendance and punctuality, dependability, innovation.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Educational and/or Experience – minimum of high school diploma or GED.
- Language Skills – ability to read, analyze, and interpret general business periodicals and governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from managers, clients, customers, and the general public.
- Operate a computer;
- Type;
- Have knowledge of Microsoft Excel, Word;
- Operate general office equipment, i.g.: copier, fax, postage machine, etc.;
- Telephone etiquette is a must;
- Ability to keep information confidential pursuant to ethical and legal requirements;
- Ability to get along with others

Certificates, Licenses, Registrations

Valid Driver's License

Physical Demands

Ability to sit, stand, and move about an office or building. Employee occasionally lifts materials weighing approximately 20 to 30 pounds. Ability to bend or squat in order to file or retrieve information. Light physical activity.

Benefits

Texas Municipal Retirement System