

CITY OF ROMULUS
Job Description

JOB TITLE: CLERK I/FLOATER

EXEMPT: No	JOB CODE:
SALARY LEVEL:	DIVISION: UNION
DEPARTMENT: Finance	LOCATION: Finance
BENEFITS: Fully benefitted position	
APPROVED BY:	DATE: February 22, 2018

Pay rate: \$12.5940 – \$17.8279

SUMMARY:

Under the supervision of the Director of Financial Services or Assistant Finance Director, serves as a fully trained worker, performs a variety of clerical tasks and record keeping activities requiring computer or data entry skills and some independent judgment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Employees in this classification perform several of the following duties:

1. Types a variety of materials such as letters, memos, files, invoices, minutes, newsletters, and other similar items using current word processing software.
2. Receives and provides assistance to telephone callers and walk-in customers for multiple departments. Receives complaints and requests for information or services, collects information from applicants, explains departmental procedures according to well-defined guidelines, or refers them to appropriate personnel. May operate a mobile device to communicate directions via calls or text messages.
3. Must be able to work within the value statement of the City and provide an acceptable level of customer service.
4. Provides internal assistance to other staff members in job organization and completion.
5. Prepares, sorts, processes and files a variety of forms, applications, documents and records in accordance with departmental procedures. Prepares invoices and utilizes BS&A system programs for assisting multiple departments.
6. Purges documents and reorganizes files as directed.
7. Checks documents, records and computer output for errors, and makes corrections.

8. Able to prepare lists, tallies, data summaries or periodic activity reports.
9. Searches for and checks records in response to requests for information, either manually or by operating a computer terminal.
10. Performs routine account keeping activities such as posting payments, accrued benefits, equipment usage, invoices sent and other items.
11. Processing incoming and outgoing mail on a daily basis.
12. Operates office machines such as copiers, calculators, mail machine and computers.
13. Ability to comprehend and implement departmental procedures.
14. Performs other duties in a learning capacity, as assigned.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

SUPERVISORY RESPONSIBILITIES:

Directly supervises zero employees in the Financial Services Department.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without a reasonable accommodation. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Education: Possession of a high school diploma or its equivalent.

Experience: A minimum of one year of clerical experience or equivalent.

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Romulus Policies and Procedures Manual
Americans with Disabilities Manual

Equal Employment Opportunity Act

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS:

Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:

Strong computer skills required with knowledge in a variety of software programs (i.e Microsoft Word, Excel, Adobe, etc), including, but not limited to, a financial software system.

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.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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

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

The noise level in the work environment is usually moderate.

DEPARTMENT ASSIGNMENT:

The Clerk I/Floater position shall be assigned specifically to the Finance/Water Department and is a shared position between Finance and Assessing to provide coverage and assistance in accordance with department procedures.

COMMENTS:

The qualifications listed above are guidelines. Other combinations of educations and experience which could provide the necessary knowledge, skills, and abilities to perform the job should be considered.

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