



JOB DESCRIPTION

TITLE: Office Clerk I, II
DEPARTMENT: City Recorder
GRADE: 9, 10
FLSA: Non-exempt
EEO DESIGNATION: Administrative Support
DATE: 01/08/2021

POSITION SUMMARY

Assist the City Recorder with records management duties such as scanning, filing and organizing documents, and other administrative duties as assigned. Good attendance and punctuality practices are imperative. This position has no supervision responsibilities and is supervised by the City Recorder.

ESSENTIAL FUNCTIONS:

- Assist the various City departments with scanning, filing, organizing documents.
- Assist with scheduled shredding by moving and stacking boxes.
- Assist with record management projects as needed.
- Provide back up to front desk position as needed.
- Qualify as Passport Acceptance Clerk and provide back up to the Passport Agent.
- Performs other related duties as directed.

MINIMUM QUALIFICATIONS:

- Office Assistant I - High school diploma or G.E.D. One (1) year of clerical and/or customer service experience.
- Office Assistant II – Additional 2 years of clerical experience.
- Must type 40 wpm. Must possess a valid Utah Driver's License.
- Must be a U.S. Citizen in order to perform passport acceptance agent duties. Must pass U.S. State Department regulations and be certified as a passport agent within two weeks of hire.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of and ability to follow telephone procedures and to use telephone etiquette.
- Ability to use correct English usage, spelling and vocabulary.
- Knowledge of and experience in the use of office equipment.
- Ability to type accurately.
- Ability to communicate effectively with the public under potentially adverse circumstances



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and to work well with supervisors, co-workers, and employees in other departments.

- Ability to follow city policy, establishes priorities, concentrate on tasks accurately and accomplish duties in a timely manner.
- Consistently exercise initiative in using time productively and without close supervision. Able to handle confrontational situations and make sound decisions. Project a professional image when serving the public, responding with a high degree of accuracy and with a high level of courtesy and a strong public service orientation. Establish and maintain effective working relationships with both internal and external customers.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Person in this position is required to work in an office setting and work at a computer station for long periods of time. Talking, hearing and seeing required in the daily performance of job duties. Position may require walking, standing, stooping, sitting, reaching, etc. Must be able to lift boxes of documents up to 40 pounds. Some travel may be required in order to perform the duties associated with this position. This position requires a memory for details, emotional stability and discriminating thinking. This position also has exposure to stress related to working with the public and time deadlines.

The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age.

The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.