



JOB DESCRIPTION

TITLE: Part-time Scanning Clerk
DEPARTMENT: Community Development
GRADE: 10
FLSA: Non-exempt
EEO DESIGNATION: Administrative Support
DATE: 06/22/2018

POSITION SUMMARY

Assist the Community Development Department 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 is supervised by the Community Development Department Office Manager.

ESSENTIAL FUNCTIONS:

- Assist 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 administrative support positions as needed.
- Performs other related duties as directed.

MINIMUM QUALIFICATIONS:

- High school diploma or G.E.D. One (1) year of clerical and/or customer service experience.
- Must type 40 wpm. Must possess a valid Utah Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES

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



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- 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.