

Job Description

Human Resource Use Only

Position Number:

Step/Grade

Effective Date: 02/2015

POSITION IDENTIFICATION

Position Title: Administrative Support Specialist

Division: City Clerk

Status: Full-Time Non-Exempt

Normal Workweek: Mon-Fri (7:30 a.m. – 4:30 p.m.)

SUPERVISORY RELATIONSHIPS

Reports to: Deputy City Clerk

Directly Supervises: None.

POSITION PURPOSE

An Administrative Support Specialist performs a wide variety of clerical and typing tasks; does related work as required. This is responsible and varied clerical work requiring the ability to master the skill in the operation of the office equipment. The work involves the exercise of judgment in the application of prescribed procedures and methods on routine matters. Although the specific duties of employees in this position allocated to this class vary, they are the same level of difficulty.

ESSENTIAL DUTIES

- Perform various election duties including: clipping obituaries from newspaper and canceling deceased voter registrations, canceling voters moving out of town, making changes of address, preparing correspondence regarding election problems, mailing out forms for registration by mail, arranging nursing home voting, tracking permanent and regular absentees as well as military and overseas voters, mailing out ballots and preparing poll books from SVRS (Statewide Voter Registration System).
- Prepare various reports and correspondence.
- Perform customer service duties at counter regarding license applications, voter registration, changes of address, looking up special assessments and miscellaneous information.
- Calculates special assessments from Engineering maps and creates bills for same, reviews delayed special assessment agreements, reviews certified surveys and lot splits for special assessment adjustments. Prepares special assessment letters and bankruptcy searches.
- Issues licenses for taverns, taxicabs, operators and other licenses and permits.
- Operate and maintain postage meter and apply postage to mail from all City Departments and take mail to post office if necessary.
- Answer telephone in City Clerk's office supplying information on licensing, voting and other miscellaneous information.
- Distribute material for Common Council meetings. When necessary, attending Council meeting in absence of deputy and taking notes to assist City Clerk, typing Council proceedings and assisting with Council correspondence when deputy is busy or absent, as

necessary.

- Key operator for photocopy machine, clearing jams and monitoring machine supplies.
- Maintaining Municipal Code Book, mailing out revisions, distributing current ordinances as they are adopted to all City departments and keeping a record of distribution.
- Type and post meeting notices as directed and take notices to newspaper for publishing and to Courthouse for posting when required.
- Keeps mobile home ownership records and sends tax notice annually.
- Update meetings and announcements on Cable Channel 4 and website.
- Perform data entry work on computer for election using SVRS.
- Index Council documents, deeds and easements using word processing program and document imaging.
- Maintain permanent record of the City of Manitowoc ordinances.
- Maintain scrapbook of all legal notices published including the election scrapbook.
- Type cemetery deeds and certificates for perpetual care and prepare vouchers for Board of Public Works payments, and other payments including cemetery lots purchased by the City.

OTHER DUTIES

Perform other related duties as assigned.

MINIMUM POSITION QUALIFICATIONS

- Education:** High School degree or equivalent with business school training highly desirable.
- Experience:** Equivalent combination of experience and training which provides the required knowledge, skills and abilities.
- Certifications/Licenses:** None required.
- Other Requirements:** Good knowledge of office terminology, procedures and equipment and of business arithmetic and English; experience with computers, and particularly word processing and spreadsheet programs; ability to understand and follow complex oral and written instructions; records; ability to type accurately and at a reasonable speed; ability to take notes in shorthand or notehand and transcribe same; organizational skills; ability to make minor decisions in accordance with laws; regulations and established policies; clerical aptitude; good judgment; tact and courtesy

KNOWLEDGE, SKILLS, & ABILITIES

This position must possess the ability to communicate effectively with department staff; clearly explain department procedures to members of the public; perform calculations of addition, subtraction, multiplication, division, and the ability to assess and handle situations with irate customers in a calm manner by exercising good judgment, decisiveness, tact and courtesy. Knowledge and proficiency with Microsoft Office applications required. This position must also possess professional communication skills and the ability to interpret laws, regulations and policies in relation to the needs of the organization.

BACKGROUND CHECKS- Condition of Employment

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.

- Manual Dexterity:** Work requires definite skilled and accurate physical operations requiring some closely coordinated performance. While performing the duties of this job, the employee is regularly required to coordinate hands, eyes, feet and limbs in performing semi-skilled movements such as operation of a computer keyboard, telephone, calculator and transcription equipment. Must be able to tolerate the frequent repetitive motion required in typing.
- Physical Effort:** Work requires handling average weight materials or equipment, but not for sustained periods. The employee is occasionally required to exert light to medium physical effort in sedentary and light to medium work involving lifting, carrying, pushing, walking, standing, reaching with hands and arms, climbing, balancing, stooping, kneeling, crouching and crawling. The employee must be able to stand and/or sit at the counter for prolonged periods of time. The employee must occasionally lift and/or move up to 25 pounds. Specifically vision abilities required include close vision, and ability to adjust focus.
- Working Conditions:** The noise level in the work environment is moderately quiet. The work environment is normally indoors with controlled climate conditions. Occasionally the employee may be required to be outdoors for a short period of time, and therefore subject to varying weather conditions, for purposes of accomplishing the essential functions of this job.

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.