

# Job Description

Human Resource Use Only
Position Number: Step/Grade Effective Date:

## POSITION IDENTIFICATION

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**Position Title:** Seasonal Administrative Clerk  
**Division:** Department of Public Infrastructure – Operations Division  
**Status:** Seasonal  
**Normal Workweek:** Monday – Friday during the summer months

## SUPERVISORY RELATIONSHIPS

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**Reports to:** Operations Business Manager

## POSITION PURPOSE

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This is a support position for the Operations Division which includes Streets and Sanitation, Fleet, Parks, Cemetery, Bridges, and Transit. This individual performs a wide variety of higher level clerical, accounting, organizational, record keeping, and data entry tasks. It is a responsible and varied clerical position requiring the ability to master the procedures and regulations that govern many distinctly different departments. The position is often fast-paced which requires the individual to handle a diverse array of information and perform multiple tasks simultaneously and independently.

## ESSENTIAL DUTIES

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- Answer phones and radio transmissions
- Greet and help customers at the counter
- Book and receipt facility rentals for park facilities and equipment rentals, etc., signs out keys for facility rentals, follow up with facility renters who haven't picked up keys
- Enter Diggers Hotline locates
- Enter, print and mail weed & brush complaints/letters
- Take burial orders, look up cemetery plots in CIMS and forward to appropriate staff
- Enter employee timesheets
- Scan and enter accounts payable invoices
- Use a computer to prepare various documents using Microsoft Access, Excel and Word, e-mail, and web related programs
- Sort and distribute mail
- Print and pad forms
- Data entry as assigned, including but not limited to Springbrook, CIMS, MSDS, Stratapoint, ActiveNet, FASTER
- Create and update master listing of files in storage
- Update sewer call maps
- Create and update a procedure book for assigned duties
- Filing
- Daily mail run to City Hall and other local businesses as assigned to pick up and/or deliver items.

## OTHER DUTIES

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Other related duties as assigned

## MINIMUM POSITION QUALIFICATIONS

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**Education:** Minimum requirements include high school diploma or equivalent supplemented by an equivalent combination of experience and training preferably in an office setting.

**Experience:** Experience in general office work preferred.

**Certifications/Licenses:** Must possess a valid motor vehicle operator's license issued by the State of Wisconsin.

## KNOWLEDGE, SKILLS, & ABILITIES

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Must possess very good interpersonal and public relations skills. Demonstrates the ability to get along well with the public, employees and management in a professional and courteous manner, and must have the social acumen to deal appropriately with Cemetery customers who are under stressful and/or grief stricken circumstances and angry residents complaints regarding Streets and Sanitation services. Ability to apply situational reasoning ability by exercising good judgment, decisiveness and creativity in complex situations. Ability to carry out oral and written instructions, the ability to keep accurate records, make reports upon request, and the ability to establish and maintain effective working relationships with supervisor, employees and general public. This position requires thoroughness and attention to detail. The ability to communicate information in a concise and understandable manner in both verbal and written form. Must be fluent in the use of spreadsheets, word processing, email, internet and GIS applications. Must have the ability to learn and become fluent in other department software. Must be able to read and assimilate information from maps, correspondence, reports, and industry specific manuals and materials. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Specific vision abilities required by this job include close and distant vision, peripheral vision, depth perception, and ability to focus.

**BACKGROUND CHECK** - Condition of Employment

## PHYSICAL DEMANDS

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The physical demands described herein 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:** While performing the duties of this job, the employee is regularly required to sit, stand, walk, and use both hands to handle, touch, grasp, reach with both arms, talk, hear, and see. The employee may be required to climb, balance, stoop, kneel, or crouch.

**Physical Effort:** The employee is occasionally required to lift and or move up to 50 pounds.

**Working Conditions:** While performing the duties of this job, the employee is normally in an office environment, but at times is exposed to outside weather conditions. The noise level is usually low; however, on occasion there is exposure to heavy equipment noise levels due to the close proximity to the bus and DPI garage.

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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.