

**Job Title:** Administrative Clerk  
**Job Classification:** Accounting Clerk I/II  
**Pay Rate:** \$18.62 - \$25.18/hr. Grade 3-4 (DOE) with full benefits  
**Department:** Administration, City of Craig  
**Immediate Supervisor:** Finance Director  
**Date Revised:** June 17, 2024

### **Position Summary**

Under the direction of the Finance Director, the Administrative Clerk completes the necessary tasks relating to cash receipts and performs general office duties.

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### **Duties & Responsibilities**

Essential Duties and Responsibilities include but are not limited to:

#### **Cash Receipts**

- Receive and maintain accurate cash receipt records according to City procedures.
- Verify accuracy of Sales Tax Returns.

#### **General Office Duties**

- Provide initial customer relations and present the city as a whole in a positive manner.
- Answer all telephone calls and direct to appropriate staff.
- Answer all emails within a reasonable time frame.
- Occasional filing, scheduling, ordering, and distributing mail.
- Filing sales tax return forms, and processing delinquent accounts according to City procedures.
- Processing deposits from all city departments including verifying deposit totals & entering cash receipts into the accounting software.
- Assisting customers in scheduling recreational activities through Rec Desk software, and taking payment.
- Provide assistance to the Finance Director, City Administrator, City Clerk and Planner.
- All other general office duties as related and assigned.

#### **Additional Duties**

- Hours of work are 8 a.m. to 5 p.m. There are no flex hours allowed for the Admin Clerk. Must be at workstation by 8 a.m. daily. No overtime is required to perform the job.
- Lunch hour must be coordinated with other staff in the administration building. The front office will be covered with a staff member at all times

**Supervision**

The Administrative Clerk works under the general supervision of, and is responsible to, the Finance Director. The Admin Clerk is part of the Finance Department and personnel may be interchanged.

**Language Skills**

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 the organization.

**Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.

**Reasoning Ability**

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

**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 regularly required to sit, stand, and walk. The employee must occasionally lift and/or move up to 50 pounds.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The work environment is an inside office structure Monday through Friday, 8 am to 5 pm, with little or no overtime. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**AAP/EEO statement**

We consider applicants for all positions without regard to race, color, creed, religion, national origin or ancestry, sex, age (40 or over), disability, genetic information, veteran status, or any other legally protected status under local, state, and federal laws.

**Qualifications**

- Must have high school diploma and one (1) year office experience.
- Must be prompt and courteous to all staff & customers, have knowledge of office machines including fax, 10-key calculator, and computers.
- Must have basic computer and Microsoft Office skills.

**Position & Benefits**

This is a full-time, hourly position with the City of Craig. Full medical, retirement, and leave benefits apply as defined in the City of Craig personnel manual. The City of Craig is an Equal Opportunity Employer.

*Note: Reference is made to The City of Craig Employee Handbook for subjects not included in this job description. The Handbook takes precedence over this job description.*

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**Printed Name**

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**Employee Signature**

**Date**