



JOB TITLE Finance Secretary/Receptionist	DATE September 2, 1999
DEPARTMENT Finance & Records	COMPARABLE WORTH RATING 56 - 59

REPORTS TO - City Finance Director

SCOPE OF POSITION

General Statement of Duties: Performs clerical and receptionist duties and general clerical/secretarial duties involved with the operations of the Department of Finance & Records.

Supervision Received: Works under the administrative direction of the Finance Director.

Work Environment: Indoor controlled office setting.

Supervision Exercised None

PERFORMANCE RESPONSIBILITIES:

The following list is not intended to be all inclusive, as duties will vary depending upon the direction of the City Finance Director:

- Plans, organizes, and maintains department's general filing system
- Plans, organizes, and maintains city's personnel filing system
- Answers phone, attends counter, gives out information, and answers inquiries about department standards and procedures.
- Interviews citizens regarding concerns and complaints; and takes steps to see that they are resolved.
- Issues certified copies of Birth and Death certificates.
- Types general letters and reports relating to finance and personnel.
- Answers routine letters and memoranda independently
- Operates duplicating, calculating, adding, and computer equipment
- Issues licenses and receipts
- Performs various accounts payable activities
- Monitors receipts of retiree/COBRA insurance payments
- Assists in election activities
- Process all job postings with the City.
- Process forms and applications for new, current, and retired employees.
- Handle all employees' insurance and various pre-employment forms/setups including pre-employment physicals.
- Update insurance forms for all employees and retirees life, dental, and medical.
- Handle retirement forms: insurance, etc.



KNOWLEDGE, SKILLS, ABILITIES:

- Considerable knowledge of alphabetizing, indexing and filing procedures.
- Considerable ability to communicate tactfully and effectively with elected officials, city staff, and the general public.
- Considerable knowledge of business letter writing and forms.
- Considerable ability to spell and use good English.
- Considerable ability to organize work well.
- Considerable ability to understand problems and to give clear and satisfactory explanations.
- Considerable ability to prioritize work projects and work independently in the absence of specific instructions.
- Considerable ability to understand and interpret oral and written materials.
- Ability to use computer, calculator, and other office machines.
- Considerable knowledge of word processing and spreadsheet software.
- Physical Effort: Minimal physical exertion. Ability to lift up to 20 pounds.


MINIMUM QUALIFICATIONS:

- High School Diploma or equivalent
- Minimum of two years secretarial experience.
- Graduation from an accredited secretarial program.

REVIEWED AND APPROVED BY:



Staff Representative – AFSCME



Date



City of Hibbing – Administrator



Date