

Job Description  
Administrative Clerk  
Description of Work

Definition:

Under the general supervision of the Town Recorder, this employee performs a variety of complex, responsible and confidential administrative duties requiring knowledge of organizational procedures and precedents; provides clerical assistance to the Town Recorder and other Staff members; performs other departmental related work as required. This position requires clerical skills, accounting skills, public relations, and other related work. This position will work Monday through Thursday from 9 AM until 5 PM and Friday from 9 AM until 4 PM.

Essential Functions of the Job:

*(The following duties are not intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

- Answers, screens, and directs incoming calls on a 3-line phone system, responds to routine questions and requests for information; routes calls as appropriate
- Prepares letters, memorandums, forms, reports, and time lines that sometimes requires considerable research and discretion to internal and external entities; may interact daily with Town officials, supervisors, Town staff, citizens, and external State, Local, and Federal jurisdictions
- Provides strong Customer Service by greeting and assisting citizens with requests and complaints
- Reconciles Cash Drawer and makes daily deposits
- Maintains Board Room Calendar and Calendar of Events
- Maintains and assists with multiple accounting ledgers, accounting data entry, balancing reports and filing end of month documents
- Serves as the liaison between contracted IT provider for any computer issues within the Town
- Monitors and maintains the Town Website and any social media sites
- Processes Beer Permits and yearly renewals by ensuring that the Beer Ordinance is being followed; processes all applications and violations is regards to the Beer Board
- Assist with processing residential building, fence, addition, pool and shed permit applications and demolition applications in accordance with Town's Municipal Zoning Ordinance
- Provides departmental research as requested and assists in editing and reviewing reports and correspondence; updates and maintains complex spreadsheets
- Responsible for ordering supplies and adherence of the purchasing policy for the following departments: Administration, Planning, Senior Citizens Center, and Sam T. Wilson Library
- Monitors Memphis Light, Gas and Water reports and makes any changes or adjustments as needed for Sewer, Storm Water, and Solid Waste Charges
- Processes and maintains the Business Tax Files including issuance of License, computer software applications and applicable laws; ensures State of Tennessee Department of Revenue procedures are practiced and abided by in regarding to Business Tax, Sales and Use Tax, etc.
- Maintains general records of accounts according to established accounting classifications, including various ledgers, registers, and journals;
- Attends meetings as needed to take notes and transcribe minutes for use as permanent record  
Assist other employees as needed

- Performs routine computer functions, typing, clerical, and other duties as assigned by the Town Recorder and Board of Mayor and Aldermen

Required Knowledge and Abilities:

- Knowledge of modern office practices, procedures, and equipment;
- Knowledge of basic bookkeeping principles and record keeping principles regarding routine transactions;
- Knowledge of correct English usage, grammar, spelling, punctuation and proofreading;
- Knowledge of the business letter and report writing techniques;
- Ability to perform responsible technical administration, secretarial/clerical work requiring independent judgement with speed and accuracy;
- Ability to type accurately and make arithmetic calculations;
- Ability to multi-task and have a high level of attention to detail;
- Ability to exercise good judgement in evaluating situations;
- Ability to establish and maintain an effective working relationship with the public and other employees.
- Knowledge or capability of learning and comprehending the Beer Ordinance and Alcoholic Beverage Commission Regulations
- Knowledge or capability of learning and comprehending the State of Tennessee Business Tax Laws and Regulations and apply them to office practices
- Knowledge of Information Technology
- Proficient in Microsoft Word, Excel, PowerPoint, and a ten-key calculator
- Ability to handle a considerable volume of detailed work and adapt to interruptions in work flow
- Ability to express ideas clearly and concisely, both orally and in writing
- Ability to apply rules and regulations as they relate to job duties
- Ability to manage multiple projects to successful completion
- Ability to sit and/or stand for extended periods of time and occasional light lifting required

Qualifications:

High School Diploma required; Associates degree in business, accounting, finance, or related field preferred. A minimum of 4 years prior clerical and customer service experience in an office setting required. Candidate must be proficient in Microsoft Office products and have good mathematical and reasoning skills. Must possess a valid driver's license in the State of Tennessee.

Work Environment:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Work is performed primarily in an office environment
- Subject to sitting, standing, walking, bending, reaching and lifting objects.
- Physical exertion may be required to lift office supplies and other materials.