



## **CITY OF BURLINGTON PUBLIC WORKS DEPARTMENT PART-TIME CLERK-TYPIST**

### **NATURE OF WORK**

This is a highly responsible position performing clerical and receptionist duties, data entry and preparation and maintenance of various reports for the Streets/Sewers and Vehicle Maintenance Divisions of the Public Works Dept.

### **ESSENTIAL FUNCTIONS**

Develops and maintains, with support and guidance from Computer Operations Division, large databases and reports, utilizing MS Windows and Office software. Performs routine data entry and generation of daily reports, as necessary. Provides spreadsheets, reports, and research as assigned. Performs general clerical duties, including correspondence, memos, bid specifications, and public notices. Issues public notices as required. Uses transcription equipment to transcribe inspection reports and other information, in a timely and accurate manner, as dictated. Prioritizes workload as necessary. Assists in developing and maintaining an efficient filing system for various categories of information and specific projects within the Divisions. Serves as receptionist for the Public Works building receiving incoming phone calls and greeting walk-in visitors. When necessary, makes written record of inquiries and/or directs them to appropriate staff. Completes Citizen Request for Service Forms as required, enters appropriate information into database, and processes completed forms on a daily basis. Performs related historical research as directed. Monitors and utilizes two-way radio system. Provides information or assistance as required. Collates invoices, packing slips/delivery tickets and purchase orders for approval and maintains records of purchases made under specific purchase orders. Utilizes City financial software to request purchase requisitions for purchase orders for supplies, etc. as directed. Maintains a record of these requisitions and subsequent purchase order number. Processes and files approved Leave Requests. Maintains annual calendar of approved Vacation, Personal and Comp Time Leave Requests. Maintains a computer file of currently used forms, documents, etc. for reproduction as required. Updates these forms as assigned. Processes traffic counter information and prepares reports as required. Travels and/or drives in City vehicle to receive training, pickup supplies, get records, deliver documents, etc. Regular and punctual attendance. Represents the City in a responsible, professional and trustworthy manner. Performs other duties as assigned.

### **MINIMUM QUALIFICATIONS**

Graduation from a standard high school/GED equivalent. Post secondary courses and/or training in computer use (MS Windows and MS Office, including Excel, Word and Access) highly desirable. Minimum of two years experience in the use and operation of personal computers in the performance of clerical duties to meet the requirements listed above. Must possess a valid Iowa Driver's License. Strong knowledge of MS Windows and Office applications, including Word and Excel, with the ability to enter and process information into spreadsheets and reports. Ability to create and utilize, with support and guidance from Computer Operations Division, MS Windows and Excel spreadsheets in combination with Word for the production of reports and records. Ability to create and utilize, with support and guidance from Computer Operations Division, MS Windows and Access databases for the production of reports and records, if deemed necessary. Considerable knowledge of modern office practices, procedures and equipment. Must possess excellent clerical, proofreading and English skills. Ability to type 50 net words per minute. Ability to follow complex oral and written directions. Must possess the ability to establish and maintain effective working relationships with City officials, employees and the general public. The City recognizes the Iowa Workforce Development's Iowa Career Readiness Certificate program. Employees must live in Des Moines County or in Iowa within ten air miles of the Burlington City limits, pass a pre-employment drug test and a background investigation.

### **HOURLY WAGE**

\$14.57/hr. AFSCME Bargaining Unit.

### **HOW TO APPLY**

Applications must be completed and on file in the Human Resources office at City Hall on or by Monday, February 13, 2012, at 5 p.m. Applications are available at [www.burlingtoniowa.org](http://www.burlingtoniowa.org) or at City Hall, City Clerk's office-2<sup>nd</sup> Floor, 400 Washington St, Burlington, IA.

THE CITY OF BURLINGTON DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OR THE PROVISION OF SERVICES

