

## POSITION DESCRIPTION

**Position Title:** Administrative Clerk  
**Department:** Human Resources/CVB  
**Division:** Administration  
**FLSA Status:** Non-exempt  
**Retirement:** KPERS  
**Date:** July 5, 2019

### **GENERAL PURPOSE:**

Shared position provides administrative/general office support to the Human Resources and Convention & Visitors Bureau Departments on an equal basis. Tasks include customer service functions and varied clerical work such as word processing, record keeping, filing, processing mail and website maintenance.

### **SUPERVISION RECEIVED:**

Work is performed under the immediate supervision of the Human Resources and CVB Directors with general supervision and guidance from the HR Specialist and Tourism Services Coordinator.

### **SUPERVISION EXERCISED:**

None

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*(Note: Important duties and responsibilities may include, but are not limited to, the following)*

- Performs general and routine administrative and clerical duties to include answering phones, providing employee and customer assistance, copying and faxing documents, filing, composing minutes and other correspondence, preparing new employee files, etc.
- Composes and edits/proofs a variety of correspondence which may include letters, memorandums, forms, reports, etc. requiring judgment as to content, accuracy and completeness.
- Compiles, retrieves, maintains and updates paper and electronic documents, files, reports, contact lists and other records within each department for retrieval of accurate information in a timely manner; assists with departments' records retention.
- Processes, sorts and distributes incoming mail and prepares and processes all types of outgoing mail.
- Orders and maintains inventory of office equipment and supplies.
- Assists with claims/data entry to include work comp claims, benefit changes, etc. Completes reconciliation of monthly benefit statements/billings.
- Assists with the recruitment process by creating registers, posting ads, maintaining applicant tracking database, correspondence with applicants, scheduling and delivering of testing, etc.
- Assists with administering/scheduling pre-employment tests; conducting reference checks; completing employment verifications and various surveys.
- Assists in maintaining updated information on all convention and tourism facilities, sites and pertinent data, to include familiarization with capabilities of all area hotels, motels, clubs, restaurants, recreational sites, attractions, etc.
- Update CVB website and post major Leavenworth events on various websites. Maintain/ update social media sites/pages.
- Prepare and maintain information packets for tour groups; restock brochures/information at area businesses and attractions.

- Assists in collecting, assembling and updating information for calendar(s); disseminate calendar; stock and maintain brochures and promotional materials.
- Performs other duties as required or assigned.

**PERIPHERAL DUTIES:**

- May serve as a member on various department committees.
- May serve as a back-up administrative resource to other departments.

**MINIMUM QUALIFICATIONS:**

***Education and Experience:***

- a. Graduation from high school or GED equivalent.
- b. Minimum of one year experience in performing secretarial or general office and clerical duties.
- c. Must possess a valid driver's license at time of application (and maintain for duration of employment) and meet insurability standards under fleet insurance policy
- d. Must be able to type a minimum of **35 WPM**. Typing test is administered at the Leavenworth Workforce Partnership Center
- e. Extensive experience with computers and office equipment.

***Necessary Knowledge, Skills and Abilities:***

- a. Thorough working knowledge of computers and computerized word-processing systems.
- b. Working knowledge of modern office practices and procedures.
- c. Ability to maintain confidentiality in all aspects of work.
- d. Ability to effectively handle stressful situations and constant interruptions.
- e. Ability to multi-task and work independently, with little supervision.
- f. Ability to prioritize work activities and use time efficiently.
- g. Ability to communicate effectively and courteously, verbally and in writing, with and co-workers and the general public.
- h. Ability to develop and maintain effective working relationships with the public, departmental personnel and other City and County agencies/personnel. Must possess strong interpersonal skills.
- i. Ability to create and maintain records and files with precision and accuracy.
- j. Ability to operate basic office tools and equipment.
- k. Ability to read, write and speak fluent English.

**DESIRABLE QUALIFICATIONS:**

- Prior knowledge/experience in the principles and practices of human resources.
- More than one year experience in a Human Resources office.
- Prior experience with an HRIS database.
- Two or more years' experience in a business, professional or governmental office performing a broad range of secretarial and administrative duties.
- Experience in the functions and support of a convention or tourism office.
- Ability to speak clearly to individuals and small groups with a thorough understanding of the department's mission, duties and responsibilities.
- Associates Degree in business or related field.

**TOOLS AND EQUIPMENT:**

Multi-line telephone system, Personal computer, including Microsoft Office, word processing, spreadsheet and data base software, internet, website and social media; Printer; Copy Machine; Fax Machine; 10-key Calculator; Scanner; Typewriter.

**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 the 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 required to sit for long periods of time, to speak clearly and distinctly, and to hear. The employee must be able to input information to a computer keyboard and must be able to read printed and electronically reproduced material. The employee must be capable of lifting and carrying up to 30 pounds.

**WORK ENVIRONMENT:**

The work environment characteristics described here 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 the essential functions.

The noise level in the work environment is moderately quiet, and citizens, visitors, employees and telephone calls disrupt work frequently. The work area is open to the public and consists of an office located within City Hall.

**SELECTION GUIDELINES:**

Formal application, review of qualifications/education and experiences; testing which may include: written and/or practical examination, oral interview, job related testing, final selection, background investigation, reference check and post-offer medical examination to include a drug screen.

The duties listed above are only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The position description does not constitute an employment agreement between the City and is subject to change by the City as the needs of the City and requirements of the job change.

**APPROVAL AUTHORITY:**

  
CVB Director                      7-9-19                      Date

  
HR Director                      7/9/19                      Date

  
Assistant City Manager                      7-9-19                      Date

## ESSENTIAL JOB FUNCTIONS WORKSHEET

Employees in this position are required to meet the following requirements:

Place an X in the appropriate column

POSITION TITLE: **Administrative Clerk – HR/CVB**

A-Rarely or Never B-Periodic (Not Every day) C-Frequently (Sometimes each day) D-Daily (All or most of the time)	A	B	C	D	A-Rarely or Never B-Periodic (Not Every day) C-Frequently (Sometimes each day) D-Daily (All or most of the time)	A	B	C	D	A-Rarely or Never B-Periodic (Not Every day) C-Frequently (Sometimes each day) D-Daily (All or most of the time)	A	B	C	D
<b>PHYSICAL FACTORS</b>					<b>PHYSICAL STRENGTH: LIFTING-PUSH/PULL WHILE STANDING</b>					<b>HEARING DEMANDS</b>				
1. Standing/Stationary		X			1. Semi-Sedentary (up to 10 lbs)			X		1. Normal noise levels				X
2. Standing/Moving About		X			2. Light work (10-20 lbs)			X		2. Constant low level noise		X		
3. Sitting				X	3. Medium work (20-50 lbs)		X			3. Occasional loud noise	X			
4. Climbing	X				4. Heavy work (50-100 lbs)	X				4. Constant/very loud noise	X			
5. Balancing	X				5. Over Heavy work (100+ lbs)	X								
6. Stooping	X													
7. Kneeling		X			<b>CARRYING-PUSH/PULL WHILE MOVING</b>					<b>HAZARDOUS CONDITIONS</b>				
8. Crouching		X			1. Semi-Sedentary (up to 10 lbs)			X		1. Respiratory irritants-dust, fumes, gases	X			
9. Crawling	X				2. Light work (10-20 lbs)			X		2. Skin irritants-dust, fumes, gases	X			
10. Reaching				X	3. Medium work (20-50 lbs)		X			3. Allergic irritants-dust, fumes, gases	X			
11. Handling				X	4. Heavy work (50-100 lbs)	X				4. Wet work-hands	X			
12. Fingering				X	5. Very Heavy work (100+ lbs)	X				5. Wet work-feet	X			
13. Talking/Speaking				X						6. Operation of heavy equipment	X			
14. Driving		X								7. Climbing ladders		X		
15. Smelling	X									8. Working in high places	X			
16. Object Manipulation			X		<b>VISUAL DEMANDS</b>					9. Use of electrical equipment	X			
17. Grasping			X		1. Near vision			X		10. Use of sharp utensils		X		
18. Pinching			X		2. Far vision			X		11. Sensitivity to extreme temperature variations	X			
19. Turning			X		3. Depth perception		X							
20. Twisting (wrist/arm)		X			4. Accommodation			X						
21. Walking		X			5. Color Vision			X		<b>MENTAL DEMANDS</b>				
22. Squatting		X			6. Field of Vision			X		1. Reading ability				X
23. Twisting (upper body)		X								2. Written language ability				X
24. Simultaneous Movement	X									3. Mathematical ability			X	
25. Hearing				X										
26. Touching		X												
27. Other														