



Regional Services Clerk

PAY GRADE
09 - 11

SALARY RANGE
\$16.73 – \$24.29

FLSA STATUS
Non-Exempt & Exempt

GENERAL DESCRIPTION

Performs routine (journey-level) administrative and clerical assistance in the Economic Development, Environmental Services, and Special Projects section of the Regional Services Department. Work involves assisting with planning, developing, and implementing projects in the Economic Development, Environmental Services, and Special Projects programs. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

- Files and maintains supplies, forms, records, and reports for the Economic Development, Environmental Services, and Special Projects programs.
- Maintains schedules & appointments and performs reception or telephone duties as necessary for the Economic Development, Environmental Services, and Special Projects section.
- Develops, organizes, and maintains meeting notes and minutes for the Economic Development, Environmental Services, and Special Projects programs.
- Reviews correspondence, reports, purchase orders, summaries, manuals, records, and other related forms for completeness and accuracy.
- Assists with development and implementation of plans for the Economic Development, Environmental Services, and Special Projects programs.
- Assist with preparation of meeting materials and facilitation of meetings for the Economic Development, Environmental Services, and Special Projects programs.
- Assists with an annual inventory of equipment and supplies for the Economic Development, Environmental Services, and Special Projects programs.
- Performs other related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Associates Degree preferred.

Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

- Skill in the use of standard office equipment and software. Working knowledge of word processing and excel is required.
- Knowledge of basic office practices and administrative procedures such as dictation or recording meeting minutes, proofreading, and editing.
- Knowledge of local government or non-profit administration and maintenance.
- Knowledge of or commitment to the communities within the Golden Crescent Region.
- Excellent multitasking, problem solving, and time management.
- Ability to communicate with the public via telephone, email, and in person.
- Ability to respond to public inquiries in a timely manner; to implement administrative procedures; to interpret rules, regulations, policies, and procedures; and to communicate effectively.

By signing below, I acknowledge that I have read this job description, and to the best of my knowledge, meet the required knowledge and skills for this position.

Name

Date