

# **Village of West Winfield**

## **Office Clerk Position – Description**

### **Job Purpose**

The Office Clerk assists the Village Clerk-Treasurer in all aspects of managing the Village Office.

### **Goals and Objectives**

The Office Clerk performs routine clerical duties and other tasks as assigned. This work is performed under the direct supervision of the Village Clerk-Treasurer with occasional independent work as instructed. As consistent with the role of the Village Clerk-Treasurer, the Office Clerk will assist in providing:

- quality customer service;
- effective communication with the general public, employees, Village Board members and other public officials;
- the equitable and ethical treatment of all who seek to use our services; and
- stewardship of public funds, public records, and public property.

### **Reporting Relationships**

The Office Clerk reports directly to the Village Clerk-Treasurer and is hired by the Village Board of Trustees.

### **Duties and Responsibilities**

Following is a list of the primary duties and responsibilities for the Office Clerk position. It is not intended to encompass all duties and responsibilities, but merely highlights the major responsibilities of the position. Additional duties may be assigned or develop over time.

Typical work activities include:

- Filing correspondence, memoranda, reports and other materials;
- Making entries on cards or bills or in appropriate ledgers;
- Answering telephone, providing information to callers, taking messages and making appointments;
- Collecting money and accounting for any monies received;
- Assisting in preparation of routine reports;
- Making copies and operating office machines (calculator, computer, printer and other related office equipment);
- Making computations and compiling statistical reports;
- Contacting clients, vendors, etc., to obtain additional information as necessary.

## **Knowledge and Technical Skills**

- Office skills – working knowledge of and ability to use various office machines
- Communication skills – ability to communicate effectively both in writing and verbally, in person, via phone or email
- Customer relations skills – ability to interact with and equitably serve a diverse population
- Basic accounting skills, supported by ability to do simple mathematical calculations
- Computer skills; ability to use software for word processing, accounting, spreadsheets, databases, email, and utility billing

## **Minimum Qualifications**

- Graduation from High School or possession of a high school equivalency diploma;
- At least one year of experience in a clerical position (courses in accounting preferred);
- Ability to organize and maintain accurate records and files.

LAST REVIEWED: May, 2023