



JOB ANNOUNCEMENT

POSITION TITLE: Receptionist/Part-Time/Management Services Department

Hourly Rate: \$9.10

CLOSING DATE: June 22, 2009, at 5:30pm

Interested candidates must complete and submit a Roy City Application, Resume', and all required Certificates, to the Roy City Human Resources Office, 5051 South 1900 West. Applications may be downloaded at www.royutah.org.

DRUG FREE WORK PLACE / EOE / ADA

GENERAL PURPOSE

Performs a variety of routine clerical duties as needed to greet and direct visitors coming in or calling in to the Municipal Center. Assists with various clerical duties as assigned.

SUPERVISION RECEIVED

Works under the direct supervision of the Accounts Payable Supervisor.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Provides first point of contact for visitors to the Municipal Center by answering and routing questions or directing them to the proper department; presents a positive and helpful first impression to all callers and visitors; answers all incoming calls and makes proper connections to persons requested; and receives and accurately records messages for persons unavailable to take calls.

Handles routine office work including receiving and sorting the daily mail for the Municipal Center; copying and assembling bi-weekly council packets; filing; typing and occasionally scheduling home inspections. Operates simple office equipment requiring no special training. Code accounts payable mail for vendor number and assure no tax is applied; data entry of accounts payable invoices; and balancing of accounts payable batch.

Opens utility payments; batches them in groups of approximately 100; runs two calculator tapes on the batch; and submits payment batches to the customer service clerk for data entry. This should be completed as soon as the daily mail has been sorted.

Maintains the computer data files for dog licensing. This includes opening dog license payments: verifying the correctness of the information on the license including rabies tag, rabies expiration; spayed or neutering; and correct fee; mailing out new licenses; entering renewal information into the computer; and batching the license payments for entry by the customer service clerk. Annually prepares licenses for mailing by typing the renewal letter; printing the licenses; stuffing the envelopes with the appropriate forms; and mailing the forms prior to December 1st of each year. Follows up on returned mail and deletes information no longer needed in the data file (i.e. death of dog, no longer live in the city).

Typing of letters for various departments. Other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- a. High school graduate or equivalent with knowledge and skills in English, spelling, and mathematics.

AND

- b. One (1) year experience as receptionist working with a multi-line phone system.

OR

- c. An equivalent combination of education and/or experience.

2. Essential Functions Knowledge, Skills, and Abilities:

Working knowledge of multi-line telephone system; computer systems and printers; office equipment such as fax machine, copier, paper shredder, calculator; and knowledge of clerical practices and procedures. Operate personal computer in utilizing various programs to produce or compose documents, reports, and records.

Good public relations skills both in person and over the telephone. Typing 40 wpm and proficient with calculator. Working knowledge of Word Perfect, Quattro Pro, Outlook and Caselle.

Ability to communicate effectively verbally and in writing; ability to perform basic mathematical calculations; ability to establish and maintain effective working relationships with employees, other departments, and the general public; and the ability to follow both written and verbal instructions.

3. Special Qualifications:

- a. Type 40 wpm.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities such as walking, standing, stooping, sitting, reaching, talking, hearing, and seeing. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking. The employee may occasionally have to lift and/or move up to 15 pounds.

VISIT US AT OUR WEBSITE: www.royutah.org