

Town of Bluff Utah
Office Clerk -Job Description

Title: Office Clerk

Employment Type: Part Time 20 hours per week

Pay:

Location: Bluff Community Center, 190 North 3rd East, Bluff, Utah 84512

POSITION SUMMARY:

The Bluff Town Office Clerk:

1. Works at the direction of and reports to the Mayor of Bluff.
2. Performs clerical duties at the direction of the Mayor pertaining to Town of Bluff proceedings
3. Provides phone, email and in person customer service in a timely and courteous manner
4. Represents the Town of Bluff in a professional manner at all times

Primary Clerical Support Duty:

1. Provides information to the public over the telephone or by email.
2. Provides support to the Mayor and Town of Bluff Clerk in creating and posting the agendas and agenda packets for meetings.
3. Assists the public by providing GRAMA request forms and instruction.
4. Assists in developing and maintaining the Bluff Service Area and the Town of Bluff record archive.
5. Provides support to the Mayor by maintaining up-to-date files as directed by the Mayor.
6. Interacts with other governmental agencies and entities as directed by the Mayor.
7. Develops and maintains an electronic council calendar.
8. Helps develop a "tickler system" for recurring deadlines/events.

Public Interaction Duty:

1. Responds to constituent comments and complaints as rapidly as possible with correct information.
2. Refer difficult situations to the Mayor or, if the Mayor is not available, to the Mayor Pro Temp or another town council member.
3. If ability is possessed, assist in language communication/translation process as needed or requested.

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MINIMUM QUALIFICATIONS:

Graduation from high school or GED equivalent and two years of related experience, or any equivalent combination of related education and experience.
Must possess valid Utah driver's license and Social Security card.
Must be bondable, as necessary.
Must be willing and able to become Utah licensed notary within 60 days of hire.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

Excellent telephone and in-person customer service skills.
Excellent attention to detail and follow through in a busy environment.
Extensive skill in word processing and office machine usage.
Ability to create and maintain accurate records and follow record retention schedules
Ability to communicate effectively both orally and in writing.
Ability to use independent judgment.
Ability to establish and maintain an effective working relationship with employees, representatives of allied entities and agencies, and the public.
Ability to follow written and oral instructions.
Ability to maintain professionalism at all times.
General clerical skills to be measured through verifiable work experience.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands and work environment characteristics described here are representative of those that must be met or will be encountered by an employee while successfully performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move file boxes. The noise level in the work environment is usually quiet.

The office clerk duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the 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 job description is subject to change by the employer as the needs of the employer and requirements of the job change.

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ESSENTIAL FUNCTIONS: As defined under the Americans with Disabilities Act, may include the aforementioned tasks, knowledge, skills, and other characteristics. The list of tasks is illustrative only and is not a comprehensive listing of all functions and tasks performed by this position

CLOSING DATE: Open until filled

APPLY AT: townofbluff.org