



ESSENTIAL JOB FUNCTIONS:

Establish and maintain effective working relationships with fellow employees, officials and the public. (Daily)

Maintain and exhibit discretion and integrity at all times when handling confidential information. (Daily)

Prepare, organize and file records, reports and other documents. (Daily)

Properly account for materials, supplies and funds. (Daily)

Use personal computer to manage database information. (Daily)

Maintain and improve knowledge of office procedures, machine operations, city operations and policies. (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

**Work Type:** Light, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds frequently, and/or a negligible amount of force constantly to move objects.

**Climbing/Balancing:** Minimal, ability to work at a desk

**Walking:** Minimal amount required

**Stooping/Bending:** Frequently

**Stand/Sit:** Sit about 85 percent of the time

**Reaching:** Frequent, overhead as well as horizontal

**Vision:** Adequate to perform essential functions

**Color Vision:** Adequate to perform essential functions

**Hearing:** Adequate to perform essential functions

**Speech:** Frequently express ideas and be understood

**Eye/Hand/Foot Coordination:** Frequently operates equipment requiring moderate ability

**Manual Dexterity:** Frequently operates equipment requiring moderate ability

ESSENTIAL JOB FUNCTIONS/EXPOSURES:

**Inside/Outside:** Work inside

**Cold/Heat:** Controlled

**Wet/Dry:** Controlled

**Noise/Vibrations:** Office equipment

**Hazards:** None

**Fumes/Dust/Odors:** None

**Infections Diseases:** Low exposure

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend written material

Ability to listen and apply information and instructions.

Ability to organize files and effectively retrieve data and to schedule meetings.

Ability to comprehend and apply computer software principles.

Ability to understand mathematical concepts to include basic arithmetic.

Ability to work under some stressful situations and meet deadlines.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

Computer, copy machine, scanner, adding machine, calculator, telephone, and fax.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.