

JOB DESCRIPTION
Receptionist / Office Assistant
Non-Exempt, Hourly, Full-Time, Pay DOE + Benefits

POSITION TITLE: RECEPTIONIST / OFFICE ASSISTANT

DEPARTMENT: ADMINISTRATION

SUPERVISOR: ASSIGNED DEPARTMENT HEAD

CLASSIFICATION: NON-EXEMPT, HOURLY

POSITION SUMMARY: Performs a variety of routine clerical activities. Provide administrative support to Department Heads as needed. This position will serve as "first contact" for the City, and must represent the City of Whittier by providing excellent customer service at the front counter and answering the main city hall phone lines.

ESSENTIAL FUNCTIONS:

1. Meet members of the public in a polite and courteous manner as they enter.
2. Answer phone in a polite and courteous manner, and direct calls appropriately.
3. Provide support to Administrative staff, Department Heads and City Manager as needed.
4. Scan documents to archives.
5. Sort and organize files and documents.
6. Electronically file and organize documents.
7. Answer 911 calls and dispatch if assigned,
8. All other duties as assigned by the City Manager or assigned Department Head.

OTHER RESPONSIBILITIES:

1. May be required to attend evening and weekend meetings.
2. May be required to take meeting minutes.
3. May be required to transcribe minutes.
4. Provides clerical support to city manager or department heads as needed.

ESSENTIAL EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. Experience in use of office equipment including, but not limited to, computer, fax, copier, scanner, business phone system, postage machine, etc.
2. High School graduate or G.E.D. required.
3. Back ground check, drug testing and fingerprints may be required.
4. Ability to conduct independent research utilizing written and oral resources.
5. Ability to compose correspondence and reports.
6. Ability to handle multiple tasks and perform effectively under extended pressure.
7. Ability to maintain accurate and organized records.
8. Ability to work with the public with discretion, tact and courtesy.
9. Ability to maintain the utmost confidentiality in handling information.
10. Possess and maintain a valid Alaska Driver's License.
11. While performing the duties of this job, employee will be required to walk; reach with hands and arms; balance; stoop; kneel; or crouch. The employee is frequently required to talk and hear; stand, sit for long periods of time; use hands to handle, feel and use computer keyboard. Specific vision abilities required by this job include close vision and depth perception; ability to look at computer screens for long periods of time.