

Part-time Office Clerk/Court Clerk:

Hours: to be determined

DUTIES

Perform duties too varied and diverse to be classified in any specific office clerical occupation, requiring limited knowledge of office management systems and procedures. Clerical duties may be assigned in accordance with the office procedures of the City of Rocky Top. Specific duties will include but are not limited to:

- Answering calls on a multi-line phone system
- Taking window payments
- Data entry
- Hang tags
- Application of penalties
- Opening and/or closing the drawers and batches daily
- Email work orders and follow-up to ensure completion
- Verification of deposits
- Bank reconciliations
- Compile, sort, copy and file records
- Get mail from PO, open, sort and route. Prepare outgoing mail.
- Word processing
- Operation of office equipment including computers, fax/copier/scanner
- Various other duties, as requested by staff members

REQUIRED KNOWLEDGE, SKILLS, ABILITIES

- Strong communication skills with the ability to express ideas clearly and concisely in written and verbal formats.
- Demonstrated interpersonal skills to establish and maintain effective working relationships with co-workers, citizens, community contacts, elected officials, members of other governmental agencies, the general public.
- Computer Skills: it is a must for office clerks to possess computer skills because you will have to work with computers to create data, spreadsheets, word processing documents and many other projects
- Possess customer service skills
- Ability to give attention to details without giving room to avoidable mistakes or errors

MINIMUM EDUCATION AND EXPERIENCE

- High school diploma or GED required. Post-high school education at a technical or college level is preferred.
- Requires a minimum of 1-year of office experience.
- Must be able to pass a thorough background check and drug screening.
- Must be able to be bonded.