



Civic Center Customer Service Clerk

Salary Range: \$12.39 - \$18.73 DOQ

Opening Date: August 8, 2017

Closing Date: Open until filled / Applications will be reviewed weekly

Part Time – Monday thru Friday 12:30 pm – 5:00 pm

Interested candidates must complete and submit a Riverdale City application and current resume to Human Resources. For a copy of the full job description, qualifications and application please visit our website at www.riverdalecity.com.

GENERAL PURPOSE

Performs a variety of administrative clerical duties in support of city customer service and Business Office functions.

SUPERVISION RECEIVED

Works under the direction of the Human Resources/Office Manager.

SUPERVISION EXERCISED

None

ESSENTIAL FUNCTIONS

Answer and route all incoming phone calls
Receipt all incoming monies for the city
Balance cash drawer and make daily deposit
Open, sort and distribute city mail
Provide general assistance to public
Order office supplies for city and stock copy room
Regular and predictable attendance
Other duties as assigned

MINIMUM QUALIFICATIONS

1. Education and Experience

- A. Graduation from high school or equivalent (GED)
- B. Some ten key or data entry experience; ability to read and write; knowledge of spelling and basic arithmetic.
- C. Or an equivalent combination of education and experience.

2. Knowledge, Skills & Abilities:

- **Working knowledge of** general customer service and public relations practices.

Ability to work accurately with multiple tasks and regular distractions.

3. Special Qualifications:

Must possess a valid drivers license

4. Work Environment:

Typical business office setting.

Veteran's Preference Points: Applicants **MUST** submit a copy of their DD-214 with their application and **before** the closing date in order to receive veteran's points. This is for initial appointments only.

Riverdale City is an Equal Opportunity Employer. All applicants selected for employment with the city shall be required to pass a criminal background check and a drug and alcohol test with negative results as a pre-condition of employment.