

CITY OF NEW GERMANY

Position Title: Office Assistant

Reports to: Mayor, Council and Clerk/Treasure

Employment Status: Part-time

Purpose

To assist City Clerk/Treasure, and provide separation of duties in city operations, financial, claims processing, and utility billing, other duties as assigned.

Organizational Relationships

Reports to: Mayor, Council and City Clerk

Communicates with:

Internally - City Clerk, and City Council.

Essential Functions

- Daily trips to bank and post office for deposits and mail pick up/delivery.
- Assists with bank deposits.
- Assists in preparation of and mailing of utility invoices.
- After Council approval each meeting, stuffs and mails Claims approved
- Present a positive and constructive attitude in performance of duties

Preferred Knowledge, Skills, and Abilities

- Knowledge of laws, rules, and regulations applicable to City government.
- Ability to solve problems and make decisions using appropriate processes and tools.
- Ability to perform mathematical calculations, to analyze data, and to prepare reports.
- Ability to use a computer, calculator, fax machine, copier and other office equipment, as needed.
- Ability to handle confidential information with discretion.

Minimum Requirements

High school degree or equivalent.

The functions, criteria, and qualifications are intended only as an illustration of various types of work performed, and are not all inclusive. The job description does not constitute an employment agreement and is subject to change as the needs of the City and the requirements of the position change.

This institution is an equal opportunity provider and employer

300 Broadway Street East, PO Box 177, New Germany, MN 55367 952-353-2488; Fax 952-353-8021