



City of Hopkins

Inspire, Educate, Involve, Communicate

Classification Title:	Administrative Clerk
Department:	Administration
Supervisor:	City Clerk
FLSA Status:	Non-Exempt, Regular Full-Time
Grade:	4

CLASS SUMMARY:

The Administrative Clerk is responsible for performing standard, transferrable, and procedure based clerical and secretarial duties by following established procedures. Responsibilities may include: answering telephones; distributing mail; preparing forms; filing; preparing standard correspondence and reports; copying a variety of materials; entering, sorting, and verifying data; maintaining office supplies; performing receptionist activities such as directing the public and providing information; scheduling meeting and appointments; tracking work orders and related department activities.

Scope of Impact:

The duties and responsibilities of this job are performed with latitude for independent judgement in accordance with Department and City policies, Federal, State and Local regulations and are based on detailed knowledge of department operations. Work is subject to periodic review by the supervisor, who provides input on approval of recommendations and discusses assignments, priorities and work.

CLASSIFICATION ESSENTIAL DUTIES:

This job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

- Performs office receptionist and secretarial duties by providing customer service, including providing assigned departmental and general information in-person, or via telephone, email, or social media; directing internal and external parties to appropriate departments/offices/personnel; distributing mail; and scheduling and sending notifications about meetings, appointments, and other events



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- Prepares, maintains, reconciles, reviews, compiles, and/or updates standard forms, reports, files, correspondence, and other communication; and enters, sorts, retrieves, and/or verifies information into/from a variety of databases and online applications
- Performs clerical duties to include filing paper and electronic records, and other paperwork; processing data requests; submitting reports; transcribing reports and statements; making copies; and tracking work orders
- Maintains the office by locking and unlocking doors, stocking office supplies, testing office equipment, contacting vendors or other external parties, and cleaning the facility
- Processes payments and invoices; duties may involve collecting payments, monitoring and/or preparing deposits, assigning codes, and documenting transactions
- Serve as a notary public.
- Performs other duties of a similar nature or level.

FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

- Assisting with minute taking at council meetings and/or fire department meetings.
- Assisting with local, state and federal elections.

ESSENTIAL KNOWLEDGE AND SKILLS:

Knowledge of

- Customer service principles;
- Modern office procedures, methods, and equipment;
- General knowledge of assigned department operations;
- Recordkeeping principles;
- Basic custodial practices;
- Filing principles and practices.

Skills

- Using a computer and related software applications;



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- Providing customer service to citizens by answering questions and directing to the appropriate place;
- Processing information utilizing established procedures;
- Using modern office equipment;
- Maintaining records and files;
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others sufficient to exchange or convey information.

QUALIFICATIONS:

MINIMUM EDUCATION AND EXPERIENCE:

High school diploma or G.E.D; 1 year administrative support experience; or an equivalent combination of education and experience

LICENSING REQUIREMENTS:

None

Physical Requirements:

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Walking and standing are required only occasionally.



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Working Conditions:

Office Environment; may vary by position

Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.