



**CITY OF FRUITA
JOB ANNOUNCEMENT**

Date of Posting: April 19, 2024
Job Title: Administrative Clerk (24 – 25 hours per week)
Department: Finance
Salary Range: \$17.47 per hour
Benefits: Sick time is available under Heathy Families Workplaces Act (1 hour for every 30 hours worked). Paid holidays on a pro-rated basis
Supervisor: Finance Director
FLSA Status: Part-Time – Non-Exempt
No. of Open Positions: 1

JOB SUMMARY:

This position performs general clerical and office duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Answers the phone for the Administrative Department.
- Receives utility and other payments, inputting each receipt into the appropriate account.
- Balances receipts on a daily basis.
- Receives and distributes daily mail
- Responds to public inquiries and concerns, by phone, in person and by written communication.
- Maintains files according to established procedures.
- Performs data entry and basic word processing operations.
- Maintains a positive image and working relationship with the public.
- Develops and maintains safe working practices
- Other duties as assigned.

EDUCATION & EXPERIENCE:

Minimum Education: High School Diploma or GED.

Experience: Experience in accounting software or a related position required. Experience in general office practices, which may include accounts payable/receivable, receptionist, utility billing preferred or any equivalent combination of education and experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must be able to demonstrate the ability to communicate with the general public.
- Must be self-motivated and possess good interpersonal skills.
- Must have the ability to work within the City's accounting system.
- Solid organizational and communication skills.
- Must have computer knowledge and skills in current software programs.
- Must have a current Colorado Drivers License.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

While performing the duties of this job, the employee is regularly required to see, talk and hear, and to use hands to finger, handle, touch or feel. The employee is frequently required to stand, walk, sit, and reach with hands and arms. The employee must be able to lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus. Most work is performed in a typical office setting. Work is subject to many interruptions and requires that individuals quickly prioritize job responsibilities and project work in an environment that may involve assisting several people at the same time. The noise level is usually moderate.

TO APPLY:

Submit a City of Fruita Job application to Human Resources, City of Fruita, 325 E. Aspen, Fruita, CO 81521 by no later than Monday April 29, 2024.

The City of Fruita is an Equal Opportunity Employer