



TOWN OF INTERLACHEN EMPLOYMENT JOB DESCRIPTION

DEPARTMENT: Town Office	
LOCATION: Town Office located at 311 Atlantic Avenue	
JOB TITLE: Office Clerk	
REPORTS TO: Town Clerk	
TYPE OF POSITION:	Hours: <u>40</u> /week
<input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> Part-time (less than 30 hrs)
<input type="checkbox"/> Contractor	<input type="checkbox"/> Exempt
	<input checked="" type="checkbox"/> Nonexempt
GENERAL DESCRIPTION	
<p>Perform all clerical duties of the Police Department, Water Department, Cemetery Department, Codes Enforcement, Maintenance Department, Emergency Management, the Mayor and Council Members. Download/upload meter readings for monthly billing, accurately post water payments and handle customer complaints. Maintain accurate cemetery lot sales and records.</p> <p>Assist the Town Clerk and Deputy Town Clerk and perform such duties directly associated with the Clerk's Office.</p> <p>Serves on the Town's Emergency Management Team and performs other duties as required. NOTE: These duties are intended only as illustrations of the various types of tasks in this class, can be changed at any time and do not constitute an employment contract. The omission of specific statements of duties does not exclude the related or logical assignment to this position. All Town employees will be subject to random drug testing.</p>	
KNOWLEDGE, SKILL AND ABILITIES	
<ul style="list-style-type: none">- General knowledge of accounts receivable/payables.- Good knowledge of computers.- Good knowledge of office procedures.- Good organization and time management skills.- Good interpersonal, oral, analytical and written communication skills.- Ability to learn the functions of other Town departments.- Ability to work with the public in a courteous manner.- Ability to work in a detail oriented environment.	
EDUCATION REQUIREMENTS	
<ul style="list-style-type: none">- High School Diploma or GED.- A combination of experience, training and education which provides the required knowledge, skills and abilities.- Must be able to pass: drug test, physical, and a criminal history background check.- Must hold & maintain valid driver's license.	
PHYSICAL DEMANDS/WORK ENVIRONMENT	
Work in general office environment.	
REVIEWED BY:	APPROVED BY:
DATE POSTED:	DATE HIRED: