



JOB DESCRIPTION

CITY OF MOLALLA

Job Title: Office Specialist IV

FLSA Status:	Non-Exempt
Department:	Administration
Union Representation:	Non-represented

Class Summary

Under general direction of the City Recorder and Finance Director, the Office Specialist IV performs a variety of complex administrative support activities to contribute to efficient office operations requiring an advanced understanding of department and City programs and procedures. Standard practices enable the employee to proceed alone referring questionable supervision.

Duties and Responsibilities

Prepare weekly accounts payable.

Assist with payroll as needed.

Process utility move in/out, payment processing, shut offs/delinquencies, deposits, month end billing.

Enter water/sewer payments on a daily basis. Balance cash drawer at end of day.

Track, order and maintain office supplies. Initiate and process work orders.

Prepare annual Business Licenses.

Maintain files, records and confidential documents to ensure easy retrieval, safety and integrity of files and records, in accordance with established retention guidelines.

Maintain cooperative working relationships with City staff, other organizations and the general public.

Follow all safety rules and procedures for work areas.

Coordinate and perform other projects, functions and tasks as assigned.
Order office supplies.

Perform lien searches as requested from escrow companies.

Process mail for City Hall, Municipal Court and Police Department.

Pick up mail at the Post Office.

Take daily deposit to bank.

Qualifications

Advanced knowledge of office practices and procedures, business English, word processing and spreadsheet software, clerical practices, research methods, report composition and preparation techniques, etc. Ability to operate general office equipment. Equivalent to high school plus additional specialized administrative training and over five years of progressively responsible administrative support experience, or a satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

Working Conditions

This position routinely works normal business hours. Most work time is spent in an office environment.