



CITY OF MOLALLA

EMPLOYMENT OPPORTUNITY

OFFICE SPECIALIST IV

FINANCE DEPARTMENT

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

Class Summary

Works under the general direction of the Finance Director. Day-to-day operation supervision is provided by Senior Accountant. This position performs a variety of complex administrative support activities contributing to efficient office operations that require an advanced understanding of department and City programs, policies, and procedures.

Duties and Responsibilities

(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)

- 1) Receptionist.
- 2) All utility billing system operations.
- 3) Balance and process daily bank deposit/cash flow rollover.
- 4) Perform lien searches.
- 5) Maintain checklists (procedures) for all duties in Caselle.
- 6) Accounts payable.
- 7) Assist other departments with daily functions as needed.
- 8) Maintain files, records and confidential documents to ensure easy retrieval, safety and integrity of files and records, in accordance with established retention/destruction guidelines.
- 9) Back up for mail pick up and processing.
- 10) Regular audit of utility customers.
- 11) Assist with parks reservations.
- 12) Maintain cooperative working relationships with City staff, other organizations and the public.
- 13) Follow safety rules and procedures.
- 14) Regular and predictable attendance is a requirement of the job.
- 15) Perform other duties as assigned.

Qualifications

Job Description – Office Specialist IV
May 16, 2019

- Knowledge of Caselle Finance software or the ability to learn quickly and utilize it to its full capability.
- Work cooperatively with other team members. Communicate effectively in a positive manner. Provide positive support to internal and external customers.
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.
- Possess a valid Oregon Driver's License (or ability to obtain) and acceptable driving record.
- Knowledge of the city's municipal code.

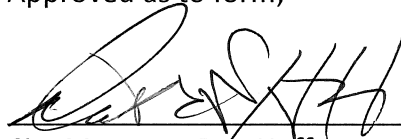
Education and Experience

Advanced knowledge of office practices and procedures, 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 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. Work time is spent mostly in an open/collaborative office environment.

Approved as to form;



City Manager, Dan Huff

5-16-19

Date