

<https://cullmanal.gov/job/administrative-clerk-2/>

Administrative Clerk II (no current openings)

Description

PLEASE NOTE THAT THERE ARE CURRENTLY NO OPENINGS FOR THIS POSITION. Your application will be kept on file for twelve (12) months for consideration should testing for this position be scheduled. If no position becomes available or if you have not been contacted for testing within twelve (12) months of the date you submitted your application, you will need to submit an updated application at that time.

This is difficult and varied typing and clerical work. An employee in this classification may be required to assist with training Clerk I employees, and may perform some supervision. The specific requirements for an employee in this classification will vary between departments.

Scope of Work: Employees in this class are responsible for the performance of difficult and varied clerical work and for rapid and accurate typing from drafts, rough notes or dictating machines. Work may involve varied responsible public contacts. Work decisions are made according to established precedents and departmental policies. The variety and difficulty of the work differ among positions, and where work is more repetitive there is added responsibility for finality of action. Until they learn the more difficult phases of work, employees work under close supervision, but afterwards, they receive detailed instructions only at the institution of changes in procedures and on unusual or difficult matters. Must be able to work with various filing systems, including computer based systems. Facilitate the flow of information from the supervisor and other employees in the division.

Responsibilities

1. Issues various types of licenses or permits, computes fees and accepts payments; accounts for all monies collected as needed, if applicable to the department.
2. Operates two-way radio as needed.
3. Acts as receptionist; receives telephone calls for various departments, or sections of one department, routes calls and takes messages.
4. Computes fees, bills, fines, or taxes, using simple arithmetic calculations as necessary.
5. Receives and records complaints and forwards them to the proper persons.
6. Types purchase requisitions, memos, reports and correspondence from drafts, rough notes, dictating machines or oral instructions.
7. Manages a small office and furnishes information of a technical nature according to standard policies and procedures.
8. Does related work as required by the work section.
9. Sorts, distributes and files incoming mail as required.
10. Performs other duties as determined by the supervisor.
11. Conducts and maintains inventory listings for the office of assignment.
12. Prepares reports, including but not limited to, payroll forms, bills, or billing requests, as may be required by the division. Maintains files associated with these reports.

Hiring organization

City of Cullman

Employment Type

Full-Time, Permanent

Job Location

35055, Cullman, Alabama, USA

Working Hours

TBD by supervisor.

Base Salary

\$ 12.74 - \$ 19.31

Qualifications

Education: Any combination of training and experience equivalent to graduation from a standard high school, including or supplemented by courses in typing and business practices.

Experience: Experience in typing and clerical work required. Some experience with standard bookkeeping practices is desired.

Knowledge and Skills: Considerable knowledge of business English, spelling and commercial arithmetic. Working knowledge of modern office machines, practices and procedures. Skill in typing. Proficiency with personal computers and associated software packages. Ability to maintain clerical records and prepare reports from such records. Ability to make minor decisions according to regulations and established policies. Ability to make relatively complex mathematical computations and tabulations accurately. Ability to deal with the public tactfully and courteously and to work harmoniously with other employees.

Other Requirements:

1. Maintain a valid Alabama driver's license to drive CC vehicles.
2. Position subject to random drug testing.

Job Benefits

- **Medical and Dental Insurance for Employees** (City pays full cost of employee's coverage, and a portion of dependent coverage)
- **AirMedCare Network** (free membership for all full-time employees)
- **Cullman Wellness & Aquatic Center** (free membership for all full-time employees)
- **RSA (Retirement Systems of Alabama) Retirement Benefits**
- **Paid Life Insurance Coverage (City pays entire cost.)**
- **Education Incentives**
 - 5% of Salary Education Benefit for Associates Degree for Classified Employees (even for unrelated field)
 - 5% of Salary Education Benefit for Employees with an Honorable Discharge from the Military
 - 10% of Salary Education Benefit for Bachelors Degree or Higher for Classified Employees (even for unrelated field)
- **Earned Vacation Leave** (Employees may carry over vacation to the following year up to a maximum of 240 hours):
 - 1-5 Years of Continuous Service: Earn 6.66 hours per month
 - 5-10 Years of Continuous Service: Earn 8.66 hours per month
 - 10-15 Years of Continuous Service: Earn 12 hours per month
 - 15+ Years of Continuous Service: Earn 13.33 hours per month
- **Earned Sick Leave:** 4 hours per pay period, up to 960 hours. (Employees on 24 hour shifts: 6 hours per pay period up to 1272 hours.)
- **Vacation/Sick Leave Donation Bank**
- **Paid Time Off for Jury Duty**
- **Paid Holidays**
 - New Year's Day
 - Memorial Day
 - Independence Day
 - Labor Day
 - Veterans Day
 - Thanksgiving Day
 - Friday After Thanksgiving
 - Christmas Eve

- Christmas Day
- **Workers Compensation Insurance**
- **Unemployment Insurance**
- **Uniforms and Uniform Maintenance for Employees Required to Wear Uniforms**
- **Direct Deposit of Earnings**
- **Payroll Deductions for Employee's Convenience:**
 - RSA2
 - PEBSCO
 - FOP Dues
 - Alabama Peace Officers Annuity
 - Firefighter Association Dues for Fire Rescue
 - Supplemental Insurance Policies
- **FICA Benefits**