

51617 – CLERK/PART TIME (TELEPHONE RECEPTIONIST)
CITY OF PARMA
612 - PURCHASING & HUMAN RESOURCES DEPARTMENT

JOB SUMMARY

The **Clerk – Part Time** is assigned to serve as a telephone operator and mail room clerk. This position reports to the Director of Human Resources and Purchasing. This position is “Unclassified” within the civil service of the City of Parma.

WORK ACTIVITIES

Switchboard Duties

- Answers the telephone
- Transfers calls to the appropriate department(s)

Mail Room Duties

- Sorts and distributes incoming mail for City departments
- Collects and meters outgoing mail for the City
- Verifies the department code numbers for outgoing mail

Clerical Duties

- Types reports and other materials from rough drafts, handwritten notes, verbal instruction or self created information and data
- Operates standard office equipment
- Performs other duties as assigned

TOOLS AND EQUIPMENT USED

- Adding Machine
- Copier
- Fax Machine
- Mail Machine
- Telephone
- Computer

JOB CONTEXT

The **Clerk-Part Time** generally works 20-25 hours per week, 12 months a year as scheduled between 8:30a.m. and 4:30p.m., Monday through Friday. However, assigned hours may vary and additional hours may be required during peak work volumes. The incumbent performs his/her duties within a temperature controlled environment with little supervision. The incumbent spends a significant portion of the day in a seated position. Mobility around city hall is required. The **Clerk-Part Time** will operate office equipment which requires continuous and repetitive arm, hand and eye movements. The **Clerk Part-Time** is evaluated annually by the Director of Human Resources and Purchasing.

JOB QUALIFICATIONS

Upon hire, the **Clerk Part-Time** (telephone receptionist) must have:

- A high school diploma or equivalent
 - One year of experience in clerical work
 - Experience operating a telephone with multiple lines
 - Good voice modulation
 - Knowledge of office practices, procedures and equipment
 - The ability to do clerical work using independent judgment and accuracy
 - Good typing and filing skills
 - The ability to tactfully handle many calls from upset callers
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The salary range for this position is \$8.38 - \$9.10 per hour. The City of Parma is an equal opportunity employer. The new hire probationary period is one year.

Applications may be obtained from the City of Parma Human Resources & Purchasing Department at Parma City Hall, 6611 Ridge Road, Parma, Ohio. An application can also be found on the City's website under the Human Resources tab: <http://www.cityofparma-oh.gov/cityhall/personnel.aspx>.

Applications shall be submitted after completion to the City of Parma Human Resources & Purchasing Department. Applications received after 4:00p.m. on Friday, May 30, 2014 may not be considered for this vacancy but will be retained for future consideration for a period of two years.