

**51617 - PART-TIME CLERK
CITY OF PARMA
035 - AUDITOR'S OFFICE**

JOB SUMMARY

The **Part-Time Clerk** performs clerical duties for vital statistics, financial record-keeping and when necessary, assisting with payroll and other related duties within the Auditing Department. The **Part-Time Clerk** reports directly to the Auditor. This position is "Unclassified" (not classified) within the Civil Service of the City of Parma.

WORK ACTIVITIES

Record Keeping Duties

- Assists the Vital Statistics Coordinator in issuing/maintaining birth and death records for the city*
- Provides funeral directors with burial permits*
- Provides property tax assessment information to title companies using the internet*
- Provides support to the Payroll Coordinator
- Helps maintain payroll files*

Communication Duties

- Provides primary assistance to customers at counter*
- Provides assistance to the public over the phone and via email several times each hour*
- Verbal and written communication with the Deputy Auditor, Auditor, Vital Statistics Coordinator and Payroll Coordinator regarding various duties and deadlines*

Other Duties

- Answers phones, email messages, mail requests and processes phone orders (credit cards)*
- Performs essential duties of the Vital Statistics Coordinator in his/her absence*
- Performs all other duties as assigned+

*Denotes Essential Job Functions,

+Denotes Essential Job Functions, Scheduling Accommodations Possible

TOOLS AND EQUIPMENT USED

- Calculator/Adding Machine
- Copy Machine
- Scanner
- Microfiche Machine
- Personal Computer

- Internet (Ohio Department of Health Website)
- Fax Machine
- General Office Equipment
- Telephone
- Credit Card Machine
- Ohio Department of Health (ODH) Certification Machine

JOB CONTEXT

The **Part-Time Clerk** works approximately a 20-25 hour week from 11:00a.m. until 4:00p.m. (schedule may vary). This position operates 12 months a year. The **Part-Time Clerk** will also be back-up to the Registrar for vacations/illnesses as needed. The incumbent performs his/her job duties within a temperature-controlled environment with moderate supervision. The **Part-Time Clerk's** job responsibilities are of a confidential and fiduciary nature due to the sensitivity of the information being processed. The incumbent must exercise a significant degree of judgment in performing all duties. The environment is moderately stressful with telephones ringing frequently. The incumbent spends a majority of his/her time working at a desk, answering phone calls and waiting on the public. The **Part-Time Clerk** will operate office equipment which requires continuous and repetitive arm, hand and eye movements. The **Part-Time Clerk** is evaluated by the Auditor.

JOB QUALIFICATIONS

Upon hire, a **Part-time Clerk** must have:

- A high school diploma or equivalent
- Good verbal and written communication skills
- Basic/Intermediate typing skills
- Good organizational skills
- Good mathematical skills including proficient use of a calculator/adding machine
- Ability to proficiently navigate the internet
- Proficiency in operating a personal computer
- Ability to work well with others at the direction of a supervisor

After hire, a **Part-time Clerk** must have:

- Ability to maintain birth/death records in an organized and confidential manner
- Proficiency in operating a personal computer
- Proficient knowledge of Word, Excel, Microsoft Outlook, Paradox and State Website (6 months after requisite training)
- Must pass a state-wide issuance test to operate the State of Ohio IPHIS/EDRS System

In accord with the Collective Bargaining Agreement between the City of Parma and AFSCME Local #3924 which expired on October 31, 2014, the hourly pay rate for a **Part-Time Clerk** is \$8.38 - \$9.10. The City of Parma is an equal opportunity employer.

The promotional probationary period shall be 60 days in accordance with the above referenced Collective Bargaining Agreement. 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. A resume is required. Applications and resumes shall be submitted after completion to the City of Parma Human Resources & Purchasing Department no later than 4:00p.m. on Monday, May 16, 2016.

035-51617/Rev.042716