

**CITY OF FORT BRAGG
JOB DESCRIPTION**

JOB TITLE: **INTERN**

REPORTS TO: **Assistant Finance Director**

TYPE: Non-Bargaining, At-Will

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

POSITION SUMMARY:

Performs a wide variety of clerical duties in support of all City departments; responds to telephone inquiries, screens and directs calls and takes messages; greets visitors; performs word processing and various other computer applications such as Microsoft Excel and Publisher; prepares and maintains files, records and reports.

ESSENTIAL FUNCTIONS:

Physical Requirements:

Constant sitting, keyboarding, observing computer screen, twisting in seated position; frequent bending, squatting, reaching, lifting boxes weighing 30 pounds or less, standing, walking, writing; occasional reaching above shoulders, driving, moving and servicing equipment such as copiers and FAX machines.

Answer telephone; ability to give and receive oral information; reading comprehension; typing; ability to sit for long periods in office chair, and ability to climb stairs.

Employee must:

- Be sufficiently adaptable to accept and perform in a timely and effective manner work assignments that are outside the normal day-to-day routine.
- Maintain courteous, professional and effective working relationships with other City employees and members of the public.

TYPICAL DUTIES AND RESPONSIBILITIES:

Essential duties may include, but are not limited to, the following:

- Greet telephone callers and visitors in the main lobby of City Hall.
- Screens and handles inquiries of a general or specific nature;
- Take messages and maintain calendars of meetings and appointments.
- Type correspondence, agendas, and minutes of meetings, memos, reports and forms from handwritten or typed draft and/or verbal instruction.
- Receive, sort and direct incoming mail, prepare a wide variety of materials for individual and bulk mailings.
- Operates copier machines.

JOB TITLE: FULL JOB TITLE

- Assist with the expedient processing of applications, forms and other materials constituting the City's paper flow and record keeping.
- Distribute, mail, and file all accounts payable checks on a weekly basis.
- Post, check and balance cash received for accounts receivable on designated days, or as needed, and prepare deposits.
- Provide backup support for clerical staff of other departments as required.
- Assist with business licenses, deposits and receipts, and customer inquiries and questions.
- Maintain inventory of office supplies, order and document purchase transactions.
- Handle collection of returned checks for closed bank accounts and checks returned for non-sufficient funds.
- Operate utility billing system as needed.
- Assist with printing and mailing of water bills, preparing payments for and posting payments, opening and closing accounts, issue late payment notices, maintain files and responding to customer inquiries.
- Follow City policies and guidelines.
- Performs other related duties as required.

MATERIALS, EQUIPMENT AND TOOLS:

Personal computer and programs such as Microsoft Word, Excel and Publisher, telephone, FAX machine, calculator (10-Key type), copier, postage meter, printer, copier, scanner, binding machine, and scanner.

SPECIAL REQUIREMENTS:

Possession of a valid Class C or higher California driver's license.

DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:

Knowledge of:

- Correct English usage, spelling, grammar and punctuation, Bilingual skills desired, but not required.
- General office practice and procedures.
- Office/accounting machines and desktop computers used in word processing and recordkeeping applications.

Ability to:

- Deal politely and effectively with the general public.
- Type and/or word-process at a minimum of 50 wpm (words per minute).

JOB TITLE: FULL JOB TITLE

REQUIRED EXPERIENCE/EDUCATION

- Have a high school diploma or have passed a 12th grade education equivalency.

DESIRABLE EXPERIENCE/EDUCATION:

- One year of general office/clerical experience to satisfy the required knowledge and abilities.

NOTE: *Accommodations may be made for some of the essential functions/requirements listed for qualified individuals who require and request such accommodation, due to a qualifying disability.*

