



Receptionist / Secretary Part- time

Class Code:
10014-22

Bargaining Unit: AFSCME

CITY OF RAMSEY
Established Date: Sep 7, 2021
Revision Date: May 17, 2022

SALARY RANGE

\$22.38 - \$24.61 Hourly

PRIMARY OBJECTIVE OF POSITION:

This position is responsible for reception desk duties such as greeting and directing visitors in the Municipal Center, handling incoming calls, answering questions, collecting information and directing calls to appropriate departments; as well as processing payments, preparing receipts, and notarizing documents. In addition, this position is responsible for providing administrative support to the Administrative Services Department, including, but not limited to ongoing projects such as assisting with the City's annual Happy Days Festival, election duties and other duties as assigned.

**This is an AFSCME union position working Monday - Friday, 12:30 pm to 4:30 pm (20 hours per week)

The 2022 wage scale for this position is:

Step 1 - \$22.379/hour -- Step 2 - \$23.498/hour -- Step 3 - \$24.616/hour -- Step 4 - \$25.735/hour -- Step 5 - \$26.854/hour -- Step 6 -- \$27.973/hour

MINIMUM QUALIFICATIONS:

Qualified candidates must have all of the following to be considered:

- Must be at least 18 years of age or older
- Must have a high school diploma or GED
- Must have a valid Minnesota driver's license with a good driving record
- Must have intermediate or greater, Microsoft Office knowledge and skills
- Must be able to accurately type at least forty (40) words per minute
- Must have excellent written and verbal communication skills

- Must have the ability to provide excellent customer service

Desired Qualifications include:

- Associates Degree in Applied Science or diploma as an Administrative Specialist
- Experience handling multiple tasks and deadlines
- Customer service experience
- Event coordination/planning experience
- Experience working for a municipality, county or state office

ESSENTIAL JOB FUNCTIONS:

- Provide effective customer service in a courteous and helpful manner
- Answer and direct phone calls
- Process in-coming and out-going mail and shipments
- Prepare bank deposits as directed
- Assist residents with paying their utility bills or other City invoices
- Assist Human Resources as directed
- Schedule and coordinate the City Hall room rentals
- Assist with early election activities, including assisting voters
- Assist City Staff with the planning, coordination, marketing, execution and evaluation of City/Staff events
- Assist the Staff Liaison to the Happy Days Committee and serve as the project coordinator for the Happy Days Festival
- Maintain and update information displayed at the reception desk and lobby area
- Open and close the reception desk before 8:00 am and by 4:30 pm daily
- Maintain Petty Cash box
- Mail letters and large packages
- Perform a wide range of tasks (within the ability of the Receptionist / Secretary) at the verbal or written direction of the Administrative Services Director, or their designee

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to establish effective working relationships with City staff, elected officials and the general public
- Knowledge of English - spelling, grammar, punctuation and vocabulary
- Skilled in the use of computers including Microsoft Word, Excel & Outlook
- Ability to communicate effectively, both orally and in writing
- Ability to maintain clear, accurate records of activities
- Ability to work with minimal supervision
- Ability to adjust work schedule for staff absences

JOB ACTIVITY REQUIREMENTS:

The following are the physical activities that are associated with this position:

- Sitting
- Standing
- Walking
- Carrying
- Handling Objects
- Repetitive Hand Motion
- Stationary desk or bench work

This position requires employees to be able to lift and carry up to 24 pounds without assistance

The following are the working conditions of this position:

- Working Indoors
- Working Outdoors
- Driving a City vehicle or personal vehicle