

SUBJECT: Office Intern for Clerk's Office

REQUESTED AND PREPARED BY: K. VanGorder, City Clerk DATE: May 5, 1999

FOR AGENDA OF: May 10, 1999

SUMMARY:

In the proposed FY-00 budget, we have requested funding for an assistant in our office (not to exceed 1040 hours a year). We plan to schedule them to work more hours during the summer and reduce hours during the winter months.

Our intent is to recruit a high school student who has been taking business classes and plans on pursuing a career in the administrative field. This would not only benefit our office, but it will hopefully provide the student with valuable on the job training. In the event that no qualified candidates apply, we will pursue other options at that time.

Since funding for the position will not be available until the new fiscal year, it is our hope to use existing funds to cover expenses for the month of June.

FISCAL IMPACT: ___No ___X Yes, amount requested:

Not to exceed \$1,400 for FY-99

Fund: 01.411.1102, Salaries Special, balance as of 4/15/99 \$1,830.

CLERK'S OFFICE RECOMMENDED ACTION: Allow the clerk to use budgeted FY 99 funds to hire a part-time student to assist the clerk's office with projects.

Initial: JWC

Attachments: Job description: Clerical Intern

Presented to council on 5/10/99
Action taken: Approved Denied
other: Postponed Indefinitely
Verified by K. VanGorder

Job Description

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Job Title: Clerical Intern
Classification: High School Work Program
Type: Intern, part time

I. BASIC FUNCTIONS:

Under supervision of the clerk or deputy clerk, the employee occupying this position is responsible for performing various routine clerical or other office support type of work. This is an entry-level position. Work is reviewed by project progress and upon completion for quality, thoroughness, and accuracy.

II. GENERAL RECRUITING QUALIFICATIONS:

Minimum: Enrolled in high school or equivalent home school program, and have completed at least two years of high school. Job or previous experience in the clerical field preferred. Ability to perform clerical tasks with accuracy and attention to detail. Must be familiar with computers or have a willingness and ability to learn computer. Must be able to work with interruptions and demonstrate and desire to work with the public.

The employee in this position works primarily in an office setting. The noise level will normally be quiet to moderately noisy due to office equipment, telephones, and other employees/members of the public in the business office.

It is the policy of the City of Wasilla to maintain a drug-free work place. As a condition of employment all new employees must take and pass a drug test before they are hired. The City shall pay the cost of the drug test.

III. DISTINGUISHING CHARACTERISTICS:

This position is expected to perform a variety of routine, office support type tasks of a clerical nature, which involves clear and specific guidelines, repetitive operations and some decisions or judgement in determining the procedural steps or general rules to be followed. Assignments may be performed primarily in one functional area or involve performing tasks in more than one area. Detailed instruction and close supervision are initially provided for employees with no prior training or experience; however, once the employee successfully completes or shows competence in the experiences, the work shall be completed independently. A supervisor will be available for advice and assistance, if needed.

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IV. REPRESENTATIVE EXAMPLES OF WORK:

Opens and distributes mail; indexes and files material; assists with answering the telephone and sending faxes; inventories supplies; sets up council chambers for meetings; assists with large copy projects; gathers or searches information from various sources; makes adjustments or corrections as requested in word processing; compares or verifies information; compiles and collects data and assembles materials for reports and/or distribution. Perform other duties and special projects as assigned.

V. KNOWLEDGE, ABILITIES AND SKILLS:

Some knowledge of common clerical offices practices, procedures, and equipment is preferred. General office equipment and tools to be used include the postage machine, fax machine, telephone, copy machine, laminator, and computer.

Some knowledge of business English, spelling, and punctuation is preferred.

Ability to understand and follow oral and written instructions and procedures.

Ability to establish and maintain an effective working relationship with other employees, council members, and the public.

Ability to operate office machines, equipment, and windows based applications at an acceptable level of proficiency and to perform the work required of this position.

VI. ESSENTIAL TASKS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to sit for long periods, and to frequently talk and hear, and to use hands to finger, handle and feel. The employee is also required to periodically stand or walk, and occasionally to climb, balance, stoop, kneel, or crouch, and to reach with hands and arms. The employee may occasionally be required to lift up to 25 pounds and infrequently be required to lift a full box of files weighing up to 40 pounds.

Specific vision abilities required by this position include close vision and the ability to adjust focus.

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Hours of Work:

Hours not to exceed 1040 hours per fiscal year (July 1 through June 30). Summer or holiday break hours – 30 hours per week minimum generally working from 8 a.m. to 5 p.m. Monday through Friday. During the school year, hours before or after school, 10 hours a week minimum.

Salary Grade: Grade 1

Benefits: Starting pay is minimum wage.
Limited benefits, Supplemental Benefit System (SBS), ESC, FMED, Worker's Compensation.
No paid holidays, vacation or sick leave.

Supervisor: Deputy City Clerk

Hiring Authority: Mayor

Revision Date: May 5, 1999

APPROVED: _____
Sarah Palin, Mayor

Date Approved