



NIBLEY CITY

Receptionist/Office Specialist

Salary: \$13.40–\$19.80/hr. DOQ

Deadline: Open Until Filled

Hours: Part-Time; M-F 1:00 p.m.- 5:00 p.m.

Position

Nibley City is accepting applications for a part-time Office Specialist who will ensure customers receive excellent service when they visit or call city hall and provide clerical support for other city staff.

Job Duties/Functions:

- Greet and assist citizens and other Nibley City visitors.
- Answer incoming telephone calls and electronic messages and direct customers to the appropriate information or staff person.
- Receive and process applications and payments for City services, including utilities, building permits, animal licensing, business licenses, etc.
- Assist with public outreach and events.
- Assists in maintaining daily cash balance.
- Assist with updating city social media accounts and city website.
- Handle other bookkeeping and accounting functions when required.
- Experience with Caselle software is a plus.
- Operate various office machines such as computers, calculators, copy machines, and fax machines.
- Open and distribute mail.
- Provides clerical support to other staff as required.
- Serves as a back-up to related positions.
- Perform other duties as assigned.

Education and Experience

- Graduation from high school or GED equivalent with specialized course work in general office practices such as typing, accounting, data processing, and
- Two (2) years of increasingly responsible related experience, or
- Any equivalent combination of education and experience.

Knowledge, Skills, Abilities

- Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; working knowledge of governmental accounting principles and practices.
- Ability to perform arithmetic computations accurately and quickly; ability to communicate effectively verbally and in writing; ability to establish successful working relationships; ability to work under pressure and/or frequent interruptions.
- Ability to use various office equipment, including personal computer, word processing, financial and spreadsheet software; 10-key calculator, phone, fax and copy machine.
- Excellent customer service and public relations skills and ability to communicate effectively and courteously, verbally and in writing.
- Great interpersonal skills to work with team members, customers and residents.
- Ability to speak Spanish is preferred.

Physical/Environmental Demands

- This position is onsite; the employee must be physically present on the premises from 1:00 to 5:00 p.m.; M-F.
- Employee is frequently required to sit, stand, walk and talk or hear.
- Employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.
- Employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Work is performed primarily in an office setting. The noise level in the work environment is usually moderately quiet.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Application Process

Interested applicants should send a completed Nibley City Job Application and optional resume to cheryl@nibleycity.com. Please include *Part-time Office Specialist* in the subject line.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included do not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs and direction of the City by the City Council and requirements of the job change.

Nibley City is an equal opportunity employer and will not discriminate on the basis of race, color, religion, national origin, ancestry, age, sex, sexual orientation, or on the basis of physical or mental disability unrelated to the ability to perform the work required.