



*City of Ione
1 E. Main Street
P.O. Box 398
Ione, CA 95640*

JOB ANNOUNCEMENT

Part-Time Account Clerk

The application deadline is 4:00 P.M. on August 31st or until filled.

The City of Ione is accepting applications for the position of part-time front office Account Clerk. The Account Clerk will work under general supervision of the Finance Manager.

This position will work Monday through Friday from 11:00 A.M. to 3:00 P.M. at an hourly rate of \$19.00 - \$22.00 depending on experience. *This part-time position does not receive employee benefits other than paid sick leave.*

Knowledge/Skills:

Knowledge of: Accounts Payable and Accounts Receivable; basic understanding of administrative and clerical procedures and programs; basic filing and recordkeeping procedures.

Skill in: written and verbal communications; organization and multi-tasking; MS Office Programs; interpersonal skills; ability to work well under limited supervision.

Examples of Essential Functions: (Illustrative Only): *Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Handle incoming calls and other communications
- Manage and organize file systems
- Record information as needed
- Greet customers and provide excellent customer service
- Update and maintain documents and word processing
- Help organize and maintain office common areas
- Coordinate event reservations at rental facilities
- Maintain office supply inventory
- Perform data entry
- Perform reception duties as needed
- Other duties as assigned



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Minimum Qualifications

Education and Experience: Any combination of training and experience which would provide the required knowledge and skill. A typical way to obtain the required knowledge and skill would be:

Education: High School Diploma or Equivalent

Experience: 2+ years of Clerical Experience

Licenses and Certificates: If assigned duties require driving, possession of a valid Class "3" or "C" California Driver's License is required.

Communication Skills: Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills; displays openness to other people's ideas and thoughts.

Computer Skills: Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.

Teamwork & Interpersonal Skills: Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.

Customer Service: Demonstrates the ability to anticipate customers' needs and deliver services effectively and efficiently using professional demeanor.

Flexibility: Makes effective decisions and achieves desired results in the midst of major changes in responsibilities, work processes, timeframes, performance expectations, organizational culture, or work environment.

Multi-Tasking: Can handle multiple projects and responsibilities simultaneously; has handled a wide variety of assignments in past and/or current position(s).

Problem Solving: Approaches a situation or problem by defining the problem or issue; determines the significance of problem; collects information; uses logic and intuition to arrive at decisions or solutions to problems that achieve the desired outcome.



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Reliability: Completes quality work assignments in a timely and efficient manner; fulfills responsibilities and has excellent attendance.

Supplemental Information

Physical Demands: Mobility to work in a standard office environment and use standard office equipment. On an intermittent basis, sit at a desk for long periods of time; intermittently walk, stand, bend, squat, twist, and reach while performing office duties; Manual dexterity to use standard office equipment and supplies and to manipulate both single sheets of paper and large document holders (manuals, binders, etc.); vision to read handwritten and printed material and a computer screen; hearing and speech to communicate in person and by telephone.

Environmental Elements: Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing department guidelines, policies and procedures.

Selection Process

The selection process will consist of an evaluation of the applicant's training and experience based on the required employment application. Applicants are also required to provide their resume upon applying. Only the candidates whose backgrounds best match the position will be invited to proceed in the oral interview process.

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