

**Town of Odessa
Equal Opportunity Employer
Job Description
Office Technician I**

General Description:

Performs work in support of Town Marshall's and Town Clerk's Office operations, functions and programs. Performs a wide variety of entry level routine clerical and administrative support work. Performs beginning accounting work in maintaining records for the Town. Back-up for the Deputy Clerk in their absence. Exercise of independent judgment and initiative is necessary, as is assisting in planning, organizing and implementing policies that affect the entire Town. Assists other Departments as necessary. Maintains a cooperative relationship with public and co-workers. Ability to remain flexible.

Reports to: Clerk Treasurer and Town Marshall

Job Details: This is an entry-level, full-time (40 hour), benefitted position that is split between the Town Marshall and the Clerk Treasure's Office. Salary DOE.

Typical Duties:

- Assists the Clerk-Treasurer in the maintenance of town records and public documents.
- Scanning, typing reports, public records and being back-up to the Deputy Clerk.
- Helps with Town resolutions, ordinances, minutes and other legal documents.
- Accepts and processes utility payments and accounts receivables from the public.
- Backup for front counter and public inquires on floodplain regulations, building permits, zoning requirements, and police requests.
- Provides public records and information to members of the public and other agencies as requested.
- Is familiar with the Odessa Municipal Code to answer questions for the public.
- Purchases and maintains supplies.
- Responsible for reception duties, answering and directing phone call, taking messages, greeting the public, answering or directing inquires.
- Back-up with maintaining Cemetery records, researching information as needed.
- Reads and interprets laws, ordinances, resolutions as needed.
- Picks up, sorts and distributes incoming mail to proper departments.
- Performs office duties, clerical and bookkeeping support.
- Receives and dispatches radio calls.
- Operate office machines including: computers, copiers, calculators and other office equipment as assigned.

Qualifications:

Requires knowledge of the field of assignment and physical ability sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by example in the above job description.

- A High School Diploma, or equivalent, Proficiency in computer knowledge is a plus. A general knowledge of office practices and functions is needed.

Physical Demands:

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 walk, stand, sit, talk, or hear, use hand to finger, reach with hands and arms, handle, or feel objects, tools, or controls; occasionally climb or balance; stoop, kneel, crouch or crawl.
- The employee must be able to lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description does not constitute an employment agreement between the Town and employee and is subject to change as the needs of the Town and requirements of the job.

Signature

Date