

## Front Desk Clerk

The City of Cottleville, Missouri, is seeking to fill a new part-time Front Desk Clerk position. The City of Cottleville is one of the fastest growing communities in Missouri and maintains a diverse economy while sustaining its rich history. The complete job description and application process is available online: [www.cityofcottleville.com](http://www.cityofcottleville.com). Interested applicants should submit a cover letter, application form, and resume to the City Clerk, by mailing it to 5490 Fifth Street, Cottleville, MO 63304 or emailing it to [amy.lewis@cityofcottleville.com](mailto:amy.lewis@cityofcottleville.com). The deadline to apply is January 20, 2025. The position will remain open until filled.

# City of Cottleville, Missouri

## Job Description

### Administrative Assistant

**Division: Administration**      **Reports to: City Clerk/Treasurer**  
**Date: November 14, 2024**      **Hours: Minimum 16 hours per week – Part-time, non-exempt**  
**Starting Pay: \$18.00/hour**

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#### PURPOSE

This position is responsible for providing front desk reception, clerical, and administrative support duties and activities.

#### ESSENTIAL FUNCTIONS & DUTIES

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- General office administration duties including filing, organizing, copying, data entry, reoccurring accounts payable, maintaining records and documents. Periodic supply stocking and light cleaning of shared office equipment, customer lobby and waiting area. Prepare meeting rooms, restock restrooms between professional cleanings.
- Greets/welcomes visitors, answers phone calls and email; screens and directs calls/emails/visitors to appropriate office or person; provides information as requested; assists customers with completing forms and applications. Contributing to the security of the office by helping to monitor visitors' access.
- Cash receipt duties entailing the processing of payments for permits, licenses, park reservations as well as other fees due the City. Some cash handling, processing payments, receipts and daily depositing are required. Balancing daily drawer.
- Responds to and/or takes the appropriate steps to respond to complaints from the general public.
- Performs clerical duties: enters data into computer; creates databases, lists and generates reports; prepares official city documents and disseminates permits.
- Assists with the daily mail distribution/collection and assists with preparation of mailings.
- Performs other related duties as assigned such as special projects that may include but are not limited to public relations, bookings, events, coordinating schedules, preparing and proofing

communications both written, oral and via social media or other outlets, document retention and disposal, equipment tracking, auditing, licensing.

#### KNOWLEDGE & SKILLS REQUIRED BY THE POSITION:

- Knowledge of city policies and procedures.
- Knowledge of the functions of the city and county government.
- Knowledge of modern office practices and procedures.
- Ability to process payments, calculate transactions and balance cash drawers.
- Skill in organizing and maintaining electronic and hardcopy records and files.
- Ability to multi-task with numerous interruptions and distractions.
- Skill in operating a multi-line telephone.
- Skill in operating a computer, smart device, standard office equipment and software such as Microsoft Office Suite.
- Skill in oral and written communication.

**SUPERVISORY CONTROLS:** The City Clerk assigns work or provides general instructions on tasks; other city personnel may request assistance with tasks and projects from time to time. The supervisor spot-checks completed work for compliance with instructions and procedures, accuracy, and the nature and propriety of the final results.

**AVAILABILITY:** This position is envisioned to be 2 days a week; with most Fridays being required with standard hours of 9:00 AM – 5:00 PM. Evenings are rare but could be required occasionally. Additional days and hours may be required to cover employee time off during vacations and the weeks of holidays. Although the city offers 14 holidays per year where City Hall is closed.

**GUIDELINES:** Guidelines include City Codes and city policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

**COMPLEXITY:** The work consists of related clerical and administrative duties. Frequent interruptions contribute to the complexity of the work.

**SCOPE AND EFFECT:** The purpose of this position is to provide clerical and administrative support to city personnel. Successful performance helps ensure the efficient operation of the city government and affects the city's public image.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, elected/appointed officials, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information and provide services.

PHYSICAL DEMANDS: The work is typically performed while intermittently sitting, standing, or stooping. The employee occasionally lifts light objects.

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school education or equivalent. Completion of an associate's degree program and/or technical/specialized training program is preferred.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship, technical/specialized training. A minimum of one to two years of relevant experience.

Applications will be accepted until the position is filled. Resume should be submitted to [amy.lewis@cityofcottleville.com](mailto:amy.lewis@cityofcottleville.com).