

OFFICE ASSISTANT/RECORDS CLERK

CITY OF CHELAN, WASHINGTON

City of Chelan is accepting applications for the position of Office Assistant/Records Clerk. Please submit a complete application package, including: cover letter, resume and employment application to the City Clerk by mail at PO Box 1669, Chelan, WA 98816 or electronically to [pgallucci@cityofchelan.us](mailto:pgallucci@cityofchelan.us). Application materials are located on the City's website: [www.cityofchelan.us](http://www.cityofchelan.us). Applications will be accepted until 5:00 p.m. on January 29, 2021. Incomplete applications will not be accepted.

## CITY OF CHELAN JOB DESCRIPTION

**TITLE:**                    **OFFICE ASSISTANT/RECORDS CLERK**

DEPARTMENT:      City Clerk

REPORTS TO:        City Clerk

SUPERVISES:        None

ADOPTED/REVISED DATE: 12-22-20                    SALARY GRADE: Union  
(Salary Grade 19 – \$3,981 - \$4,781 per month  
19A - 90% (36 hours) = \$22.97/hr.)

### **POSITION PURPOSE/SUMMARY**

This is a support position for the City Clerk's Department. Primary duties will involve assisting the City Clerk's Department with the implementation of a city-wide records management program. This position will work with each City department in the development of the program in strict accordance with the Washington State Retention Schedule policies and procedures in both computer and paper filing systems. This position will also be the first point of contact for Administration and provide clerical assistance to the City Clerk's Office.

### **EXAMPLES OF DUTIES AND RESPONSIBILITIES**

- Responsible for promoting outstanding public relations to both external and internal customers;
- Act as first contact to the City Clerk Department by answering the phone, assisting customers or directing them to the appropriate department/staff person;
- Coordinate and collaborate with all departments for implementation of all aspects of electronic content management;
- Scan, create, and convert files utilizing scanners and specialized software;
- Maintain documents according to the requirements of Secretary of State Washington State Archives;
- Under the direction of the City Clerk, provide initial response to all public records requests, assign and monitor requests to appropriate departments, adhere and comply with laws and regulations;
- Assist with update and maintenance of City Website materials as it relates to City Hall to keep information accurate and relevant;
- Ability to back up the City Clerk and Deputy City Clerk with preparation of City Council meeting materials including agendas, agenda bills, minutes, and follow up documents;
- Help establish and maintain a trackable customer service system to ensure timely response to citizen concerns;
- May perform additional duties of City Clerk or Deputy City Clerk in their absence; and
- Other duties as assigned.

## **WORKING CONDITIONS**

Work is of a clerical nature and typically performed indoors, with prolonged sitting and fine manipulation skills required for computer use. Some periodic lifting and stair climbing will be required. The environment is sometimes stressful in trying to meet customer needs. Minimal overtime may be required.

## **KNOWLEDGE, ABILITIES, SKILLS FOR SUCCESS**

- Considerable knowledge of modern office practices and procedures.
- Ability to establish and maintain effective working relationships with co-workers, other agencies and the public;
- Ability to understand an issue presented under stressful situation and make sound decision on dispensation of the issue;
- Ability to communicate clearly and effectively both orally and in writing;
- Proficiency with office machinery including multi-line phone system, copiers, printers, scanners, and postage;
- Computer proficiency with word processing & spreadsheet applications, including mail merge and form letters. The department utilizes Microsoft Word, Excel and Outlook, in addition to specialized software;
- Willingness to be flexible with schedule and assigned projects;
- Ability to work well under pressure and prioritize projects based on need;
- Must be oriented towards community service and be sensitive to the public process.

## **DESIRED MINIMUM QUALIFICATIONS/EXPERIENCE**

Graduation from a high school or GED equivalent supplemented by two years of post-secondary training or coursework in secretarial science, office management, business or public administration, Computer Science/Info Tech two year degree, or a related field.

Two years of increasingly responsible related experience, or any equivalent combination of related education and experience commensurate with duties.

Minimum of three years extensive computer experience utilizing Microsoft products, including Word, Power Point and Excel, Outlook with an emphasis on document management.

Experience in a general office setting using office machinery and equipment, including postage machines, fax, and multi-line telephone systems.

iCompass, GovQA, Laserfiche, Adobe Pro and website maintenance preferred.

Spanish bilingual highly desirable with ability to translate announcements, documents, including Council meeting agendas and minutes.

Valid Washington State Driver's License with driving record free from serious or frequent violation

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 needed, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.



# EMPLOYMENT APPLICATION

## CITY OF CHELAN

135 East Johnson Avenue • PO Box 1669 • Chelan, Washington 98816 • (509) 682-4037

APPLICATION WILL BE PROCESSED ONLY WHEN THE CITY OF CHELAN HAS ANNOUNCED A RECRUITMENT AND THE CLOSING DATE HAS NOT PASSED. THE CITY OF CHELAN WILL NOT PROCESS UNSOLICITED APPLICATIONS FOR EMPLOYMENT NOR WILL IT RETAIN APPLICATIONS FOR FUTURE CONSIDERATION.

Qualified applicants receive consideration for employment without discrimination because of sex, marital status, race, color, creed, national origin, age or the presence of a sensory, physical or mental disability. The City of Chelan will provide reasonable accommodation to disabled applicants if requested. Please notify the Mayor's Office at least two days prior to the need.

OFFICE USE ONLY

POSITION APPLIED FOR: \_\_\_\_\_

Name:

Social Security #:

*Last,*

*First*

*Middle*

*In accordance with the Federal Privacy Act of 1974, disclosure is voluntary. SSN will be used for identification purposes to ensure that proper records are obtained.*

Current Mailing Address: \_\_\_\_\_ Email Address \_\_\_\_\_

Physical Address: \_\_\_\_\_

Telephone Number (Home) \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Specify days and hours you are available to work: \_\_\_\_\_

Date Available to Start Work: \_\_\_\_\_

How were you referred to the City of Chelan? \_\_\_\_\_

Are you prevented from lawfully working in the United States by visa or immigration status? Yes  No

*Note: Documentation of authorization to work in the U.S. will be required if an offer of employment is made and accepted.*

Have you applied for work with the City of Chelan before? Yes  No

If Yes, specify the date(s): \_\_\_\_\_

Have you ever been employed by the City of Chelan? Yes  No

If Yes, specify the date(s): \_\_\_\_\_

Give the names and relationships of any relatives employed by the City of Chelan: \_\_\_\_\_

Do you possess a valid Washington State Driver's license? Yes  No

Can you perform all the functions of the position for which you are applying with or without reasonable accommodation? Yes  No

Are you at least 18 years of age ? Yes  No

Special Skills: \_\_\_\_\_

Certification/Licenses: \_\_\_\_\_

\_\_\_\_\_

## EMPLOYMENT HISTORY

### U.S. MILITARY RECORD

Have you served in the U.S. Armed Forces? Yes  No

If Yes, please give the dates of service: From: \_\_\_\_\_ To: \_\_\_\_\_

Branch: \_\_\_\_\_ Can you provide a copy of your DD-214? Yes  No

Start with your current or most recent employer. Fill in completely even if including a resume. Incomplete applications may not be accepted.

1. Employer: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Salary: \_\_\_\_\_ Duties Performed: \_\_\_\_\_  
 \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_

2. Employer: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Salary: \_\_\_\_\_ Duties Performed: \_\_\_\_\_  
 \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_

3. Employer: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Salary: \_\_\_\_\_ Duties Performed: \_\_\_\_\_  
 \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_

**If you need additional space for employment history or education, please mark this box  and continue on page 4.**

### EDUCATION

Name of School	Location	Did You Graduate?	Majors/Minors	Degrees Received
High School			<input type="checkbox"/> Diploma	<input type="checkbox"/> G.E.D.

**PLEASE READ CAREFULLY BEFORE SIGNING THIS APPLICATION**

I authorize the City of Chelan to investigate all statements in this application and to secure any necessary information from all my employers, references and academic institutions. I hereby release all of those employers, references, academic institutions and the City of Chelan from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications and my suitability for employment with the City of Chelan.

I understand that any offer of employment is contingent upon receipt of a satisfactory report concerning my academic credentials and employment references. I further understand that any false or misleading statements will be sufficient cause for rejection of my application if the City of Chelan has not employed me and for immediate dismissal if the City of Chelan has employed me. I also authorize the City of Chelan to supply information about my employment record, in whole or in part, in confidence to any prospective employer, government agency or other party having a legal and proper interest, and I hereby release the City of Chelan from any and all liability for its providing this information.

I understand that nothing in this employment application, in the City of Chelan policy statements or personnel guidelines or in my communications with any City of Chelan official is intended to create an employment contract between the City of Chelan and me. I also understand that the City of Chelan has the right to modify its policies without giving me any advance notice of the changes. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the City of Chelan unless it is made in writing and signed by the Mayor of Chelan. I understand that if an employment relationship is established, I have the right to terminate my employment relationship at any time for any reason. I also understand that the City of Chelan retains the right to terminate my employment at any time for any reason.

I understand that an incomplete application may delay action or disqualify me from further consideration.

I hereby acknowledge that I have read and understand the preceding statement.

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Signature of Applicant

Date of Application

**Employment Continued**

4. Employer: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Salary: \_\_\_\_\_ Duties Performed: \_\_\_\_\_  
 \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_
5. Employer: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Salary: \_\_\_\_\_ Duties Performed: \_\_\_\_\_  
 \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_
6. Employer: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Salary: \_\_\_\_\_ Duties Performed: \_\_\_\_\_  
 \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_

**Education Continued**

Name of School	Location	Did You Graduate?	Majors/Minors	Degrees Received