

City of Berlin

Part Time Health/Welfare Administrative Clerk

Title Part Time Health/Welfare Administrative Clerk

Department(s) Health & Welfare

Reports to Health & Welfare Director

Job summary

Performs customer service and administrative functions to support the Welfare/Health Officer with potential for coverage in other offices.

Summary of essential job functions

- Directs customers (in person/by phone) to correct department and/or service
- Maintains office equipment and orders office supplies
- Receives and distributes mail and prepares certified mailings as needed.
- Maintains/scans files: Welfare, Health and potential for coverage in other offices
- Welfare: Generates case files, correspondence, and copies for each client as needed. Health makes calls, takes calls and complaints. Refers clientele to appropriate services, schedules appointments.
- Collects fees for permits, maintains petty cash, prepares vouchers for Accounts Payable and makes deposits

Minimum requirements

Minimum of a high school diploma and 2 years administrative experience required. Associates degree or additional education and/or experience in accounting/administration preferred. Strong customer service & organizational skills required. Proficient in basic accounting, word processing & excel and utilization/maintenance of office equipment.

Abilities required

Able to communicate effectively with the general public, supervisors, co-workers, city/state officials and exercise good judgment in matters of confidentiality. Work will be done primarily in the welfare/health office with the potential for coverage in other offices and will require occasional meetings off-site or in other locations within city hall.

Physical / Environmental Requirements

The physical demands described herein are representative of those required to meet the essential functions of the position. The physical requirements of this classification vary in intensity and degree based on assigned work and circumstances. This position will require sitting, standing and the ability to occasionally lift 15-20 pounds.

LIFT up to 10 lbs.:	Frequently required
CARRY up to 10 lbs.:	Frequently required
REACH above shoulder height:	Frequently required
REACH at shoulder height:	Frequently required
REACH below shoulder height:	Frequently required
PUSH/PULL:	Frequently required
HAND MANIPULATION - Grasping:	Frequently required

Handling: Frequently required
 Twisting: Occasionally required
 Bending: Frequently required
 Talking: Necessary for communicating with others.
 Hearing: Necessary for receiving instructions.
Sight: Necessary to perform job effectively

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Additional information

HR use only	
Job code	
Generic title	Administrative Clerk
Pay grade	Per AFSCME contract.
Management? (Yes/No)	No
E/NE status	
Last revised	10/15/2020