

**City of Sallisaw  
Job Description**

**Job Title:** Administrative Clerk I

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**Exempt (Y/N):** No  
**Date:** November, 2005

**Department:** Administration  
**Reports To:** City Clerk

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**SUMMARY**

The incumbent is responsible for answering incoming calls, routing calls to the appropriate location, writing work orders and general office work. Incumbent must have a pleasant and helpful disposition and demeanor.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include, but are not limited to, the following:

1. Answers incoming calls in a pleasant and efficient manner. Ability to handle rude and/or irate customers.
2. Fills out and distributes work orders to the appropriate departments.
3. Prepares, distributes, sorts and files locate requests.
4. Assists with filing and copying.
5. Assists with payroll.
6. Assists in preparation of agendas and minutes for various City boards.
7. Assists with maintaining cemetery records.
8. Performs other administrative/clerical tasks for Building Development and City Clerk's office.
9. Assists Department Supervisors with various paperwork
10. May be required to work after hours to attend board meetings.
11. Appear for scheduled work with regular, reliable and punctual attendance.

12. Performs other duties as assigned.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); two (2) years related experience and/or training.

## **LANGUAGE SKILLS**

Must have the ability to read and comprehend instructions, short correspondence, and memos. Must be able to write routine reports and correspondence. Must have the ability to communicate clearly and concisely, both orally and in writing. Must have the ability to respond to questions from employees, clients, customers and the general public. Must be able to effectively present information in one-on-one or small group situations to customers, clients or other employees of the organization.

## **INTERNAL AND EXTERNAL COMMUNICATION**

Frequent contact with other departments or offices and also with individuals in middle level positions. Frequent contacts with general public, patrons, or other outside representatives. Must be able to maintain a cooperative working relationship with other departments and personnel of the city. Must possess outstanding interpersonal skills.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

## **REASONING ABILITY**

Ability to apply common sense understanding to carry out detailed, but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Must have a valid Oklahoma driver's license with driving record suitable to the City's insurance carrier.

## **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 must have the ability to talk and hear. The employee must be able to sit for extended periods of time. Employee must be able to stand, walk, use hands, arms and fingers to handle and feel. Must be able to stoop and kneel. The employee must occasionally lift and/or move up to 25 pounds. Employee must be able to work in potentially stressful situations.

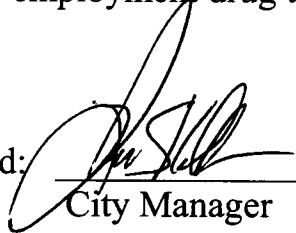
## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent works indoors. The noise level in the work environment is usually moderate.

\*\* A pre-employment drug test is required.

Approved: \_\_\_\_\_



City Manager

Date: \_\_\_\_\_

11/3/2021

Date Modified: 02/28/14; 10/31/14; 11/02/2021