

**City of Sallisaw  
Job Description**

**Job Title:** Administrative Clerk II

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**Exempt (Y/N):** No  
**Date:** July 2003

**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. Tactfully handle potentially rude or irate customers.
2. Fill out and distribute work orders.
3. Prepare, distribute, sort and file locates.
4. Issue and enter in computer electrical, mechanical and plumbing permits.
5. Prepare cemetery open/close work orders.
6. Issue cemetery deeds and enter information into computer.
7. Process outgoing mail.
8. Prepares payroll and submits to accounting; records individual employee time on timecards.
9. Prepares agendas and minutes for various boards
10. Provides administrative support and assistance to the Building Development office.
11. Provides administrative support and assistance to the City Clerk and Deputy City Clerk.
12. Takes the lead role in maintaining social media sites of the City. Develops a broad understanding of all City functions and initiatives to prioritize social media messages. Prepares and schedules daily, weekly and monthly content for social media posts utilizing

social media management software. Prepares informative narratives and videos related to City projects, city and community events and holidays.

13. After hours work may be require during extreme outage and/or for various board meetings.
14. Appear for scheduled work with regular, reliable, and punctual attendance.
15. 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) and twelve to eighteen months related experience and/or training.

## **LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Must have the ability to write correspondence using good grammar and punctuation skills. Must be able to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Must have a clear voice and polite manner on the telephone.

## **INTERNAL AND EXTERNAL COMMUNICATION**

Contacts with other departments or offices and also with individuals in upper level positions. Frequent contacts with general public, patrons, or other outside representatives. Must be able to maintain a cooperative working relationship with other employees/departments of the city.

## **MATHEMATICAL SKILLS**

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

## **REASONING ABILITY**

Ability to apply common sense understanding to carry out detailed written and/or oral instructions. Ability to deal with problems tactfully and in a calm manner.

## **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.

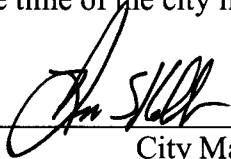
While performing the duties of this job, the employee must be able to talk and hear. Employee must be able to sit, stand, walk, use hands and fingers to handle and feel. Must be able to reach with hands and arms; able to stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 10 pounds.

### **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 noise level in the work environment is usually moderate.

\*\* Pre-employment drug test required. Successful applicant must reside within a 20-minute response time of the city limits of Sallisaw, Oklahoma.

Approved:  \_\_\_\_\_  
City Manager

Date: 12/9/2019

Modified: 11/25/08; 11/19/2014; 12/8/2019