

City of King City Volunteer Position Description

Title	VOLUNTEER ADMINISTRATIVE OFFICE SPECIALIST	Location	City Hall Main Building
Hours per Day	4 to 8	Hours per Week	20

1. **PRIMARY PURPOSE** –

Performs a variety of clerical and secretarial duties for the City, including serving as the central receptionist.

2. **SUPERVISION RECEIVED:**

Works under the direction of the City Manager or appointee who participates in the establishment of major objectives and evaluates results obtained. Independence of action is stressed.

4. **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES**

- A. Serves as the central receptionist for the City answering all incoming calls, responding to walk-in visitors
- B. Opens and distributes mail
- C. Processes permits and other licenses, including collecting appropriate fees.
- D. Maintains the City's copy machine, postal meter which includes minor maintenance and ordering supplies.
- E. Maintains the Business License data base.
- F. Maintain the GIS system (work is under the direction of the GIS Coordinator.)

5. **ESSENTIAL JOB QUALIFICATIONS:**

- A. looking for a minimum of two years secretarial experience or equivalent.
- B. Knowledge of office practices and procedures, including reception, filing, and photocopying skills.
- C. Data entry skills in excel.
- D. Demonstrated ability to type a minimum of 50 words per minutes on word processing equipment. Proficiency in Word, Excel software.
- E. Knowledge of basic bookkeeping procedures. Ability to operate 10-key by touch.
- F. Ability to learn general municipal rules, regulations, policies, and procedures.
- G. Demonstrated ability to effectively communicate and exercise good judgment when dealing with the public.

6. **PHYSICAL DEMANDS OF POSITION:**

A. Volunteers frequently required to sit, communicate, and reach.

B. Manual dexterity and coordination involved with computer keyboard and standard office equipment is required more than 50% of the work period.

Frequency Required of the Volunteer to Perform the Duties

Posture / Frequency	Never	Rare	Occ.	Freq.	Cont.
Sitting					X
Standing			X		
Walking		X			
Driving	X				

Frequency Definition (8-hour day)

Never	Not done
Rare	Less than 1% of shift; 1-5 x/work shift
Occasional	1-33% of shift; up to 2.5 hours
Frequent	34-66% of shift; up to 5 hours
Continuous	67-100% of shift; up to 8 hours

Lift	Never	Rare	Occ.	Freq.	Cont.
# of Hours	0	<.5	1-2.5	2.6-5	>5
< 11lbs			X		
11 to 20 lbs		X			
21 to 50 lbs		X			
51 to 75 lbs	X				
>75 lbs	X				
Carry					
< 11lbs			X		
11 to 20 lbs		X			
21 to 50 lbs		X			
51 to 75 lbs	X				
>75 lbs	X				
Push/Pull					
< 11lbs		X			
11 to 20 lbs		X			
21 to 50 lbs		X			
51 to 75 lbs	X				
>75 lbs	X				

Body Actions	Never	Rare	Occ.	Freq.	Cont.
# of Hours	0	<.5	1-2.5	2.6-5	>5
Bend			X		
Twist			X		
Crouch			X		
Kneel			X		
Crawl	X				
Climb Stairs		X			
Climb Ladder	X				
Reach Forward			X		
Reach Above Shoulder			X		
Use of Arms			X		
Use of Wrists			X		
Use of Hands			X		
Squeezing	X				
Operate Foot Control	X				
Other	X				
Comments					

7. **WORKING CONDITIONS:**

A. Usual office working conditions. The noise level of the work environment is typical of most office environments.