OFFICE CLERK
POSITION DESCRIPTION

Position: Office Clerk

Reports to: Roads Coordinator

Supervises: None

Position Summary:

The Office Clerk provides phone/desk reception and assists with a variety of clerical tasks and Types routine correspondence: letters. Completes and assists with a wide variety of projects as assigned by the Roads Coordinator.

Specific Duties and Responsibilities:

1. Answer receptionist telephone in absence of receptionist and directs calls to appropriate staff. Retrieve and distribute messages.
2. Assists in copying, scanning, emailing and faxing various documents.
3. Assists in filing system
4. Assists with google earth mapping
5. Assists with Requisitions
6. Assists Roads Department as needed
7. Follow verbal and written instructions accurately