

# VILLAGE OF LAWRENCE POSITION DESCRIPTION

Title of Position: Office Manager/Clerk/Treasurer

<p>General Information</p>	<ul style="list-style-type: none"> <li>• This position was created in order for Village officials, Council trustees and the Village Manager to have someone to depend on while dealing with routine business as well as help with unique projects in order to meet deadlines. Expectations focus on being able to perform the duties required with minimum supervision. Office clerk is the first presence encountered by the general public when dealing with the Village office. It is expected that these experiences are handled in a friendly and professional manner.</li> <li>• This position requires excellent organizational skills in order to accommodate multiple tasks simultaneously and excellent communication skills in order to accommodate many individuals at all levels.</li> <li>• Keep in mind that all customers are to be treated equally. The staff's responsibility is to stay calm and listen to their concerns, assist as needed and direct their comments or complaints to the appropriate staff or Council member.</li> <li>• Position is supervised by Village Manager</li> </ul>
<p>Day to Day</p>	<ul style="list-style-type: none"> <li>• Greet the public and assist in a friendly and helpful manner</li> <li>• Accept and document water/sewer, deposits and other payments made to Village; prepare deposits and bank funds as needed</li> <li>• Answer and direct phone calls and faxes</li> <li>• Pick-up/deliver, open and distribute mail</li> <li>• Order office supplies as needed</li> <li>• Type meeting minutes for all Common Council meetings, prepare ordinances, resolutions, etc., for meetings.</li> <li>• Assist Village Manager, Village Clerk and Council President as requested</li> <li>• Maintain calendars: Village Manager, Council calendar, Event calendar and others as assigned</li> <li>• Issue Garage Sale and Golf Cart permits as requested</li> <li>• Prepare monthly invoices for Dumpster service</li> </ul>
	<ul style="list-style-type: none"> <li>• Load meter reading equipment with customer information in preparation for readings by DPW; transfer information post reading to computer program.</li> <li>• Review meter reading reports for unusual usage; report to DPW supervisor</li> <li>• Process water/sewer delinquent payment report and post shut-off list if needed</li> <li>• Process water/sewer billings</li> <li>• Process monthly financial and accounts payable/receivable statements for Council meeting</li> <li>• Take minutes at all regular and special meetings; Maintain Friday folders ensuring committee and financial reports are ready by noon on the Friday prior to Council meeting</li> <li>• Transfer monies as needed to pay regular bills; prepare checks for signature</li> <li>• Process tax and payroll liability reports</li> </ul>

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Annually	<ul style="list-style-type: none"><li>• Records Retention</li></ul>
Other	<ul style="list-style-type: none"><li>• Office Equipment: This position requires an operating knowledge of the following:<ul style="list-style-type: none"><li>• Personal computer</li><li>• Microsoft Office Suite (Word, Excel, Outlook at minimum)</li><li>• Photocopy machine</li><li>• Fax machine</li></ul></li><li>• Education / Experience:<ul style="list-style-type: none"><li>• High school diploma required; additional business/office training preferred</li><li>• Three to five years of related administrative/finance experience in lieu of training acceptable</li></ul></li><li>• Bondable and Notary Public eligible</li></ul>