

The City of Cottleville is seeking a full-time front desk clerk with receptionist and administrative assistant duties. Hourly wage is firm at \$15.00 per hour . This position's immediate supervisor is the City Clerk - Treasurer. Office hours are Monday-Friday 9-5pm. Working Fridays and during holiday weeks will be a priority for this position, however the City offers 13 paid holidays where City Hall is closed. The City offers a competitive benefit package including health, dental, vision, life, retirement, and paid time off.

Front desk employees are often the first employee that the customer or the public comes into contact with, so you will also be responsible for leaving a good first impression for the City. A successful candidate may perform various administrative tasks, such as:

- \*Collect, sort, and distribute incoming mail, prepare outgoing mail and public notices. Distribute incoming deliveries.
- \*Filing, copying, data entry, maintaining records and documents. Assist the City Clerk with special projects and duties as assigned.
- \*Greeting and logging walk-in customers and other visitors, directing and escorting them to specific destinations, taking messages and delivering them to the appropriate departments. Contributing to the security of the office by helping to monitor visitors' access.
- \*Although an auto phone attendant is used for the City's incoming calls, answering, screening, and forwarding telephone calls is required.
- \*Performing other administrative support tasks, such as; keeping calendars, maintaining and ordering office supplies. Requesting and scheduling office equipment service calls.
- \*Cash handling, processing payments, receipts and daily depositing required. Balancing daily drawer.
- \*Printing permits/licenses and scheduling inspections and maintaining permit logs.
- \*Processing and printing park pavilion reservations including maintaining a public pavilion reservation calendar.
- \*Prepare meeting rooms, light sweeping of customer lobby and waiting area, restock restrooms and wipe down shared equipment between professional cleanings.
- \*Assist the City Clerk with publishing electronic newsletters and statements, updating message boards and electric signs.

Qualifications include high school diploma at a minimum, formal office education or training, experience and college education preferred. Knowledge to operate computers, Microsoft, excel and phone systems.

Applications will be accepted until the position is filled. To obtain an application visit the City of Cottleville's web site at [www.cityofcottleville.com](http://www.cityofcottleville.com) under forms/permits to find the general employment application. Completed applications with a resume should be submitted to [amy.lewis@cityofcottleville.com](mailto:amy.lewis@cityofcottleville.com).