

MUNICIPAL ORDER NO.____:2019

WHEREAS, the City of Morehead has created a new position of Receptionist in the Recreation Department;

WHEREAS, the City of Morehead has created a new position of Secretary (Part-Time) in the Police Department;

WHEREAS, the Board of City Council enacts said classifications and amendments to classifications by Municipal Order:

NOW THEREFORE BE IT ORDERED by the City of Morehead, Board of City Council that the new class specifications for Receptionist and Secretary (Part-Time), copies of which are attached hereto are approved. A complete copy of said class specifications shall be added to the Class Specification book retained by the City Clerk.

Adopted this ____ day of _____ 2019.

CITY OF MOREHEAD

Laura White Brown, Mayor

ATTESTED: _____
Crissy Cunningham, City Clerk

CITY OF MOREHEAD
CLASS SPECIFICATION

Class Title: Receptionist

Department: Recreation

Supervisor: Director of Parks and Recreation

Supervises: None

CLASS CHARACTERISTICS: Under general supervision performs receptionist duties for the Recreation Department; primarily responsible for greeting and assisting the public at Laughlin Health Building and/or any other recreational department as assigned; Schedules usage of Carl Perkins Center, all Recreational Facilities and any other facilities as assigned; Ensures that facility use agreements are executed and kept on file; Assigns keys for facilities when necessary; Collects, deposits and accounts for rental fees for the Carl Perkins Center, Recreational Facilities and all other assigned facilities on a daily basis; distributes participant applications as requested for recreation programs, collects completed applications and fees; Answers incoming calls to the Recreation Department; Maintains sign-in list for users of Laughlin Health Center; Interacts with the public and assists the Director of Parks and Recreation and all members of the Recreation Department as necessary or as requested and required.

GENERAL DUTIES AND RESPONSIBILITIES:

Essential:

1. General office duties include opening and processing mail, maintaining an accurate filing system, answering telephone calls directed; greeting visitors to the facilities; disseminating information as requested.
2. General Receptionist duties for the Recreation Department.
3. Greets users and visitors at Laughlin Health Center.
4. Coordinates and schedules usage of Carl Perkins Center, Recreational Facilities and any other city facility as assigned.
5. Assists recreation department personnel as requested or required
6. Handles payments and make deposits on a daily basis.

Non-essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent with course work in business and/or secretarial skills supplemented by two years related work experience; clerical and administrative support work and working with the general public is required.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of modern office practices, procedures, equipment, terminology, clerical techniques, and record keeping systems.
2. Knowledge of facilities offered by the City for users and programs offered by the Recreation Department.

Skills:

1. Excellent written and verbal communication skills.
2. Skill in the use of standard office equipment, including computer hardware and applicable software, keyboard, telephone, copiers, etc.
3. Skill in establishing and maintaining automated and manual records and files.
4. Organizational Skills.

Abilities:

1. Ability to efficiently utilize recent releases of Microsoft Office.
2. Ability to make mathematical calculations efficiently and accurately.
3. Ability to maintain high standards of accuracy in performing duties.
4. Ability to establish and maintain effective working relationships with City officers and employees, and the general public.

ADDITIONAL INFORMATION

Instructions: Accepts instruction and direction and strives to meet goals and objectives of same.

Processes: Must occasionally consider different courses of action, or deviate from standard procedures, to get the job done.

Review of Work: Work may be spot-checked upon completion. Evaluations will be conducted in accordance with any City policy.

Analytical Requirements: Exercises analytical judgment in areas of responsibility. Identifies problems; identifies or assists with identifying solutions.

Tools, Equipment and Vehicles Used: Normal office equipment (computer, telephone, calculator, fax machine, etc.

Physical Requirements of the Job: Must be physically able to operate a variety of office machines in an office setting; must be able to exert up to 50 pounds of force occasionally and/or a negligible amount of force frequently and constantly to lift, carry, push, pull or move objects. Must be able to coordinate hands and eyes rapidly and accurately. Must be able to differentiate between colors and shades of color. Must be

able to talk and hear.

Contacts: Frequent public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Limited use of confidential information.

Interruptions: Constant.

Special Licensing Requirements: None.

Additional Requirements: Must be able to be bonded.

Certification Requirements: None.

Availability: Must be able to work during irregular hours, including evenings and weekends as required.

Overtime Provision: Non-Exempt

CITY OF MOREHEAD
CLASS SPECIFICATION

Class Title: Secretary (Part Time)

Department: Police

Supervisor: Police Captain/Assistant Police Chief

Supervises: None

Class Characteristics: Under general supervision, performs secretarial/clerical functions for the department; assist other departments or employees as necessary; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Performs general secretarial/clerical duties for the department, including serving as receptionist, accepting and placing phone calls, scheduling appointments, typing correspondence, reports, etc.; maintaining departmental files and records, picking up mail daily, opening and sorting mail daily, etc.
2. Assists with preparation of purchase orders; delivers to city hall.
3. Assists with reviewing time cards and insuring time cards are forwarded to city hall in a timely manner.
4. Assists with setting up and maintaining programs for emergencies such as FEMA, snow-ice storms, disasters, etc.
5. Assists with preparing and maintaining service records for all city vehicles and equipment.
6. Assists with maintaining fuel records.
7. Purchases supplies for department as directed.
8. Assists with maintaining inventory of departmental materials, supplies, etc.
9. Assists departmental personnel with meetings as requested.

Additional Responsibilities: Performs other duties as required or assigned.

Non-essential: None.

DESIRABLE QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by one-year related work experience.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of software programs used within the department, including Microsoft Word and Excel.
2. Knowledge of modern office terminology, practices and procedures, business English, spelling, grammar and math.
3. Knowledge of modern office machinery, including computer hardware and software

4. Knowledge of, or ability to learn, city policies and procedures, and departmental processes.

Skills:

1. Skill in the use of word processors, typewriters, and standard office equipment.
2. Exceptional public relations skills.
3. Excellent oral and written communication skills.

Abilities:

1. Ability to prepare correspondence in finished product independently or from rough draft.
2. Ability to carry out, without supervision, continuing assignments requiring the organization of information.
3. Ability to exercise individual initiative and use discretion in handling confidential matters.
4. Ability to make decisions recognizing established precedents, laws, regulations and practices, and to use resourcefulness and tactfulness in meeting new situations.
5. Ability to prepare and maintain departmental files and records.
6. Ability to establish and maintain effective working relationship with officers and employees, and the general public.

ADDITIONAL REQUIREMENTS

Instructions: Instructions are somewhat general; many aspects of work covered specifically but must use some of own judgment.

Processes: Must occasionally consider different courses of action, or deviate from standard procedures, to get job done.

Review of Work: the department director generally reviews Completed work.

Analytical Requirements: Problems require analysis based on precedent.

Tools, Equipment and Vehicles Used: General office equipment (computer, word processor, printer, copier, fax, 2-way radio, calculator, postage meter, telephone, etc.)

Physical Requirements of the Job: Work is typically performed indoors sitting at a desk or table; must lift light objects (less than 25 pounds) as a requirement of the job.

Contacts: Public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Regular use of confidential information is a requirement of the job.

Mental Effort: Moderate.

Interruptions: Occasional.

Special Licensing Requirements: None.

Certification Requirements: None.

Availability: Not applicable.

Overtime Provision: Non-exempt.