

CITY OF MILTON-FREEWATER

JOB DESCRIPTION

POSITION TITLE: ELECTRIC ASSISTANT
REPORTS TO: ELECTRIC SUPERINTENDENT
BARGAINING UNIT: IBEW-CLERICAL
EMPLOYMENT STATUS: NON-EXEMPT

GENERAL STATEMENT OF DUTIES:

Performs secretarial work involving composing letters and reports from rough draft instructions, requiring comprehensive knowledge of departmental policies and functions; maintains various departmental records; including financial statements, budgets and purchase orders; does related work as required.

SUPERVISION RECEIVED:

Works under the direct supervision of the Electric Superintendent.

SUPERVISION EXERCISED:

Supervision is not a usual duty of this position but employee may exercise supervision over a temporary or part-time clerical assistant.

TYPICAL EXAMPLES OF WORK: An employee in this classification may be called upon to do any or all of the following: (these examples do not include all tasks which an employee may be expected to perform).

1. Complete projects as assigned by the Electric Superintendent.
2. Acts as telephone and office receptionist for the Electric department
3. Performs secretarial work involving typing correspondence, reports and memoranda from information supplied through rough draft, written and oral instructions—applies knowledge of departmental operations in preparing material and judgment as to format.
4. Operates personal computer with WindowsXP, Microsoft Excel, Word and Access, network, typewriter, photocopier and other various office machines/equipment to perform assigned duties.
5. Posts and maintains A/P, A/R, prints various G/L reports, department payroll, issues operating orders to line crew, prepares reports to governmental agencies, updates Microsoft Access Database files; file and maintain department materials.
6. Assists customers with a variety of issues including conservation, new service applications and general information.
7. Administers bid process for various department purchases—keep current with ORS purchasing requirements.
8. Record and maintain minutes of the monthly Electric department safety meeting.

9. Assist in dispatch services for line crew during work hours.
10. Assists with occasional special assignments for electric utility projects including compiling data, researching statistics, assisting with development of draft policies, etc.

DESIRABLE QUALIFICATIONS FOR EMPLOYMENT

KNOWLEDGE, SKILL AND ABILITY:

Ability to understand oral and written instructions and to act upon them accordingly.

Superior knowledge of business English, spelling, punctuation and arithmetic; working knowledge of general office practices; knowledge of bookkeeping methods and principles.

Considerable skill in typing statements and reports accurately.

Superior knowledge of word processing and ability to learn new programs easily.

Ability to make decision independently in accordance with established policy.

Ability to perform recurring duties with little direction and to complete new tasks with limited supervision.

Ability to use tact, judgement and courtesy in dealing with the public as well as maintain harmonious working relationships with other agencies, officials, fellow employees and the general public.

EXPERIENCE AND TRAINING:

Considerable experience of responsible clerical office experience and preferably three years customer service experience. Graduation from high school or the equivalent GED certificate, supplemented with additional training in college or business school in secretarial science or related fields. Any satisfactory equivalent combination of experience and training which insures the ability to perform the work may substitute for the above.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, communicate, reach, and manipulate objects, tools, or controls. The position requires mobility. Duties involve moving materials weighting up to 10 pounds and infrequently weighing up to 40 pounds. Character and flow of work involve normal mental and visual attention. Manual dexterity and coordination involved with computer keyboard is required approximately 70% of the work period with occasional periods of 100% of the work day.

WORKING CONDITIONS:

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