

VILLAGE OF SILVER LAKE
JOB DESCRIPTION

ADMINISTRATIVE SERVICES CLERK – Part-Time (2 days per week)
Salary Range \$8.58 - \$14.67/hour per Ordinance 19-2017

ESSENTIAL DUTIES AND RESPONSIBILITIES including but not limited to the following:

Public Contact

- Answer and direct telephone calls
- Assist residents as needed

Administrative/General Office Duties

- Sort and distribute mail
- Assist Mayor, Service Director, Police Chief, Clerk-Treasurer and Administrative Assistant as needed

Payment Processing

- Receive and record miscellaneous payments
- Create bank deposits

Utility Billing

- Receive water payments
- Balance cash drawer
- Run batch tapes for payment processing
- Post payments
- Assist in monitoring the Continuous Leak report

Excellent attendance is a must.

Ohio Public Employees Retirement System (OPERS) eligible.

The job description for the Administrative Services Clerk indicates the tasks and levels of work that are required of the position assigned to this classification and will not be held to exclude other related duties.