



## CITY OF FALLS CITY

2307 BARADA STREET, FALLS CITY, NE 68355

402-245-2851

### RECEPTIONIST - SECRETARY

Part-Time

#### **POSITION SUMMARY:**

Serves a critical role as the first impression of the City of Falls City. Serves as a courteous, helpful information resource for the City of Falls City in person and on the phone. Provides courteous and positive customer service to all customers.

#### **RESPONSIBILITIES:**

- Assists customers in a professional manner.
- Answer telephone promptly.
- Directs calls accurately.
- Must have knowledge of all departments, meetings, and interpret rules and regulations.
- Performs a variety of clerical tasks.
- Assists in the keeping of financial and secretarial records.
- Operates a variety of office machines and computer equipment.
- Receive and post payments accurately.
- Time management skills to complete all tasks during working hours.
- Accurately schedule rentals.
- Strong communication skills and must be a team player.
- Perform additional tasks and duties as needed.
- Frequent interruptions.
- Must be able to multitask.
- Strong attendance and dependability.
- Must be able to work 20-25 hours per week
- Must be able to stand or sit for long periods of time.
- Must be able to pass a pre-employment drug test.

#### **REQUIRED SKILLS AND QUALIFICATIONS:**

- High School diploma or equivalent required.
- Previous customer service and office experience is preferred.
- Strong communication skills.

**TRAINING AND EXPERIENCE:**

Any combination of training and experience that will allow the incumbent to acquire the required knowledge, skills and abilities to perform the required tasks.

**WORKING CONDITIONS:**

Work performed by this position is performed primarily indoors, thus, no inclement weather is likely to be encountered; this job requires some light lifting. Normal work week is 20-25 hours. Call back to duty may be encountered to meet emergency response or extended work day requirements.