



The City of Vincent is currently looking for a
Part-Time Clerk

GENERAL DESCRIPTION

Performs a variety of professional work for the City of Vincent. Maintains confidentiality regarding location business. Positively represents The City of Vincent in all interactions and provides outstanding customer service. Position is charged to use initiative, discretion, and independent judgement in the performance of duties. Work is performed under the general supervision of the City Clerk.

Minimum Preferred Qualifications/Training/Experience: Skill in operating office equipment, using spreadsheets, word processing and software, report preparation, written and oral communication and interpersonal relations, decision making and problem solving.

Job applications are available at Vincent City Hall or you can submit a current resume to Vincent City Hall. Hours of operation are Monday through Friday, 8:00 A.M. to 4:00 P.M., closed from 12:00 P.M. – 1:00 P.M. for lunch.

Applications will only be accepted up to Friday, June 18, 2021 until 12:00 Noon

Education:

- Must be over 18 years old and have High School or equivalent

Experience:

- Microsoft Office: 1 year (Preferred)
- Customer Service 1 year (Preferred)
- Clerical experience: 1 year (Preferred)

Company's website:

- www.cityofvincental.com

******The City of Vincent is an Equal Opportunity Employer******

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RESPONSIBILITIES

- Reconcile monthly bank statements and accounts
- Prepare daily cash deposits, print reports
- Assist with cemetery program

Job Requirements

Education

- Must be 18 years of age and have a high school diploma or GED.

Experience

- Strong computer skills required to manage daily responsibilities which include proficiency in Word, Excel, PowerPoint, Outlook, Quickbooks and data entry.

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should **not** be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise balance the workload.

I acknowledge that I have received and understand the above job description.

Signature

Date