

**VILLAGE OF FRUITVALE**  
**JOB DESCRIPTION**

**CLERK/STENO**

- This position is within the Bargaining Unit – CUPE, Local 2087.
- Wages and hours worked as set out in the collective agreement.

**POSITION SUMMARY**

Reporting to the Financial Assistant, the Clerk/Steno performs a variety of routine and non-routine clerical tasks to assist the Office Assistant and the Financial Assistant. Work involves word-processing, data entry, spreadsheets, record keeping, cashiering and photocopying. Under supervision, the Clerk/Steno is required to exercise some independent judgment and action within limits of established procedures. Acting in the capacity of receptionist the incumbent must deal courteously and effectively with the public. Performance is reviewed for completeness, accuracy and adherence to procedural guidelines.

In the absence of the Office Assistant or the Financial Assistant, or as required for operational needs, the incumbent may be required to assume some of their duties.

**DUTIES AND RESPONSIBILITIES**

1. Answers all incoming telephone calls and redirects to the appropriate person. Acts as receptionist and provides information and other assistance to the public, or directs them to the appropriate staff members. Performs basic cashier duties, including but not limited to: receiving payments for property taxes, utility bills and the sale of dog tags, souvenirs, plans, permits, etc. and reconciles the cash.
2. Prepares the quarterly newsletter for distribution, and posting to the web page.
3. Updates the web page on a weekly basis.
4. Prepares the schedules for the Memorial Centre as required. Insures, that all Fruitvale Memorial Centre renters are familiar with all policies and procedures related to the Fruitvale Memorial Centre. Notifies janitor, kitchen coordinator, and school lunch program supervisor of all activities at the Fruitvale Memorial Centre. Does follow-up on Fruitvale Memorial Centre damages and deposit refunds.
5. Prepares invoices to local organizations for the use of the Fruitvale Memorial Centre, to solicitors for requested tax certificates, and for other local government services or purchases.
6. Prepares for Board of Variance meetings and prepares related correspondence.
7. Control of office supplies, inventories, local government pins, brochures, etc. Responsible for the photocopier and fax machines (maintenance and supplies).
8. Monitors the base radio.
9. Files documents and correspondence.
10. Makes travel and accommodation arrangements for the Council and staff.
11. Monitors office stationery and orders supplies when required. Also keeps staff room stocked with coffee, etc.

12. Replies to requests for community information.
13. Prepares correspondence for others when required.
14. Processes purchase orders.
15. Processes outgoing mail and courier correspondence.
16. Assists the Office Assistant and the Financial Assistant with their duties, as required.
17. Performs the duties of Office Assistant and the Financial Assistant in their absence, as required. Able to work additional hours, as required.
18. Operates office equipment including computers, photocopiers, postage machine, calculators, fax machine, etc.
19. Performs related duties as required.

#### NOTE

The duties and responsibilities listed above are not set forth for the purpose of limiting the assignment of work and are not to be construed as a complete list of duties normally to be performed under a job title or those duties temporarily performed outside the normal line of work.

The incumbent will routinely encounter information associated with the privacy of individuals or that is sensitive in nature; accordingly, confidentiality must be maintained at all times.

#### **REQUIRED QUALIFICATIONS, KNOWLEDGE AND SKILLS**

1. Accurate keyboarding skill at a speed of 50 to 80 w.p.m. Able to accurately touch add.
2. Knowledge of, and experience in using the proper form of business letters and business English, and record management systems.
3. Must be courteous with the public at all times and able to maintain harmonious relationships with staff members.
4. Knowledge of, and experience with office computer programs, especially word-processing, spreadsheets and desktop publishing, and web pages.
5. Able to meet specified deadlines and to work under general supervision.
6. Secondary school graduation (i.e. Grade 12 education).
7. Valid BC Driver's Licence (minimum Class 5).

#### **DESIRED ABILITIES AND EXPERIENCE**

1. Completion of Business College or secretarial courses and relevant computer courses, or equivalent practical experience.
2. Office experience with a local government.
3. Knowledge of, and experience with bookkeeping procedures.
4. Proficiency using the Internet and email.