

CITY OF DUQUESNE

Job Title: Office Clerical I

Work Week: Monday – Friday
8:00 am – 4:00 pm

Job Qualification:

Applicant must demonstrate superior oral and writing skills, good judgement, as well as strong research and interpersonal skills. Applicant must have the ability to deal with problems involving a few concrete variables in standardized situations. Excellent computer literacy skills. Applicant should possess the ability to work with a multicultural workforce while understanding diverse groups. Applicant must be at least 21 years old, bondable, and able to pass background check and drug screen.

Education/Experience:

Associate's Degree in accounting or related field; or two to five years related experience; or equivalent combination of education and experience.

Duties and Responsibilities:

- Assist Tax Clerk and City Treasurer with collection of money received from city and school district taxes; and from the payment of city water bills and other fees
- Assist with the typing of deposit slips
- Receive, open and distribute mail. Separate the mail into categories according to City Departments
- Assist with the preparation and mailing of tax statements
- Balance cash drawer each day
- Handle all phone and in-person inquiries and complaints related to city programs and other matters, and refer to proper officials, department, or agency, as appropriate
- Prepare, maintain, and send to council members a record of citizen complaints and action taken
- Record, issue, collect and maintain mechanical, vendor and other City licenses
- Keep a record of petty cash expenditures
- Should be able to work all union clerical positions
- Assist Building Inspector with clerical duties (typing, phone messages, mailings)
- Schedule Occupancy Inspections
- Complete Occupancy applications and permits
- Complete necessary letters, reports and/or permits for Building permits.
- Any and all duties as assigned

Please submit all cover letters and resume to KRobertson@Duquesnepa.us with Office Clerical listed in the subject. Emails will be accepted until the position is filled.

All employment, if offered, is contingent upon proof of citizenship or employability under the requirement of the Immigration and Control Act (IRCA) and the successful passing of a background check.

Notice of Nondiscrimination The City of Duquesne does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disability, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record.