



OAKCREEK
— WISCONSIN —

Position: Account Clerk II
Department: Public Works

Unit: Union (LAW)
FLSA Status: Non-Exempt

Summary Description

Under general supervision, performs work of varied difficulty associated with the secretarial, clerical and purchasing functions of the department.

Supervision/Accountability

This position is directly accountable to the Assistant Public Works Director and Public Works Director; has no supervisory duties.

Major Duties/Essential Functions

Performs all duties and job assignments associated with purchasing functions including purchase requests, purchase orders, checks shipments, processes invoices and bills. Calls vendors and discusses materials and equipment needed by the department. Obtains telephone quotations for materials and equipment. Coordinates purchasing functions with City Hall.

Creates, records and maintains records of financial, statistical, purchasing and accounting information and records related to the functions of the department. Changes, audits, and maintains these records as required.

Prepares reports of information contained in statistical, accounting, financial and programmatic records for review and action by superiors. Operates computer, performing duties such as word processing, tracking and updating records on spreadsheets, database functions and other computer functions associated with the operation of department including vehicle and equipment inventory and maintenance programs.

Responsible for cash box and petty cash drawer. Processes money from purchase of culverts and other sales.

Acts as receptionist for the department, takes all incoming telephone calls, logging complaints, distributes mail, deals with vendors and gives information as needed, operates 2-way radio between office and work crews.

Organizes, prepares and keeps personnel records, payroll records, time cards, purchase orders, vouchers, billing records or other types of records as required by the operation of the division.

Responsible to secure the buildings and grounds at the end of the shift and to report any damage to supervisor.

Prepares annually one (1) realistic, achievable objective which will improve the operation of the department.

Minor Duties/Responsibilities

May assist other Street Division employees engaged in various department activities and job assignments.

Keeps all office equipment clean and operating smoothly, maintains and oversees first aid equipment and supplies and notifies supervisor of any mechanical problems with assigned equipment.

Attends training courses, meetings and conferences as directed by superior.

Responsible for notifying supervisor when violations of City Codes and ordinances are observed on the job.

Confers with supervisor on a regular basis, discussing work processes, incidents and problems.

Provides relief to yard operations.

Along with other department employees, responsible for maintaining safe working conditions within the office areas.

Performs other duties as assigned.

Knowledge

Methods, materials, computer equipment, office equipment and other equipment used in clerical, secretarial and purchasing functions associated with the operation of the division. Knowledge of payroll/personnel practices and other office functions including overtime, holiday, sick and vacation requirements, grievance and disciplinary procedures. General knowledge of street maintenance, storm drainage and street tree operations associated with the operations of the division. General knowledge of city geography including streets. Knowledge of occupational hazards, standard safety practices and first aid supplies and equipment necessary in the work.

Skill/Ability

Ability to speak and understand the English language fluently and use proper grammar, punctuation and spelling. Perform responsible secretarial and clerical work requiring independent judgment with speed and accuracy; learning, interpreting and applying organizational policies, laws, rules and regulations; word processor typing accurately from a clear copy at a speed of 65 words per minute; taking dictation at a speed of 50 words per minute and transcribing it accurately; making basic arithmetic calculations with speed and accuracy. Ability to use personal computer to access, retrieve, or input information using Windows, word processing and spreadsheet software. Ability to communicate effectively with the public, citizens, businessmen and contractors on matters requiring considerable discretion and

knowledge; ability to establish and maintain effective working relationships with employees, other agencies and the public; and to deal with public relation problems courteously and tactfully.

Education/Experience

Any combination equivalent to education and experience that provides the required knowledge and skills is qualifying. Typical qualifications would be equivalent to possession of a high school diploma or G.E.D., and an associate or similar course work from an accredited business school/college, and three (3) years increasingly responsible secretarial and clerical experience such as experience as an executive secretary, account clerk, purchasing agent or buyer, etc.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to sit, talk and hear. The employee is required to walk; use hands to type, finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The employee must be able to assist residents in directing and disposing of recyclable materials. May periodically be required to perform functions including moderate lifting for short periods of time.

License/Certifications

Possession of a valid Wisconsin Motor vehicle operator’s license required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved By: 
City Administrator

Reviewed By: 
HR Manager

Reviewed By: _____
Public Works Manager

Revision History:

April 1, 2020

July 29, 1996

June 4, 1993

November 6, 1991