

**CITY OF SAVANNAH
JOB DESCRIPTION**

JOB TITLE: ASSISTANT OFFICE MANAGER

DEPARTMENT: Utility

CLASSIFICATION: Non-Exempt/Regular Full-Time Employee

REPORTS TO: Office Manager

PREPARATION DATE: March 26, 2020

REVISION DATE: August 26, 2021

DEFINITION:

Employees in this class are under general supervision of the Office Manager executing difficult clerical accounting or auditing work and supervising other personnel engaged in clerical and routine clerical accounting, performing the duties of the office manager in their absence, and performing related work as required.

EQUIPMENT/JOB LOCATION:

The employee will operate a computer, typewriter, fax machine, ten key calculator, copier and other modern office equipment.

The employee typically works indoors in an office environment.

ESSENTIAL FUNCTIONS OF THE JOB:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Maintains general books of accounts according to established accounting classifications, including cash books, voucher registers, general ledgers, and general journals.

Prepares standardized forms and reports.

Composes letters and correspondence.

Performs other work as assigned.

Performs, assigns and supervises work of clerical employees engaged in the collection, of utility payments and other revenues.

Assures that all payments and collections are properly recorded in the computer to the proper accounts and properly receipted.

The employee may be required to lift objects weighing more than 25 pounds.

Performs, assigns and supervises the billing of various charges for service and required reporting.

May assist in ordering office supplies, maintenance of copiers and postage machines.

Provide effective and courteous service which will involve repeated acts of rising and sitting and will involve prolonged periods of being on one's feet.

Communicates both by telephone and in person effectively with other employees and members of the general public relative to city affairs, criticisms and complaints.

REQUIRED KNOWLEDGE AND ABILITIES:

Knowledge of modern office practices, procedures, and equipment.

Knowledge of computer accounting methods, data processing practices and procedures.

Knowledge of filing, municipal bookkeeping and record keeping practices and procedures.

Knowledge of, and the ability to use, business telephone manners and techniques.

Ability to type accurately, keep records and perform routine clerical tasks.

Ability to operate a computer and standard office equipment.

Ability to exercise good judgement in evaluating situations and making decisions.

Ability to give oral and written instructions to subordinates and to direct the flow of a considerable volume of detailed work.

Ability to follow oral or written instructions and to organize and plan work independently.

Ability to establish and maintain effective working relationships with other employees and the general public.

QUALIFICATIONS:

A combination of training and experience equivalent to:

Graduation from an accredited high school including or supplemented by courses in bookkeeping principles and office practices and procedures.

At least 5 years’ experience in clerical work including bookkeeping and collection of money.

Must have the ability to be bonded.

Must be able to pass a physical and a drug test by a licensed physician.

Must possess a valid Tennessee Driver’s License

ADA COMPLIANCE:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Savannah, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

THIS IS A SAFETY SENSITIVE POSITION

EMPLOYEE RECEIPT AND ACKNOWLEDGEMENT:

This job description reflects the general duties and responsibilities of this position and is not all-inclusive. The employee may be assigned other duties that are not specifically included.

Employee Signature

Date