JOB DESCRIPTION

DATA ENTRY CLERK

Department:	Public Works	**Classification/Grade:**	15 $15.86 - $21.67
Division:	Vehicle Maintenance	**FLSA Status:**	Non-Exempt
Reports to:	S & D, Fleet Manager	**Safety Sensitive:**	Yes
		Bargaining Unit:	Teamsters Local 14
		Date Approved:	2002

Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, descriptions/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.

DEFINITION

Perform office support for the Vehicle Maintenance Division of Public Works and is responsible for general office work and maintenance of insurance information; work orders; daily fuel log; return and pickup of parts, update computer programs, and may be assigned as a temporary replacement for the Sanitation Billing Clerk and Public Works Assistant as directed by the Public Works Director.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Organize work orders/files/key box/stocked inventory.
3. Maintain current insurance information and Nevada ID information.
4. Establish work orders; close out work orders; file work orders.
5. Maintain daily log of diesel used/received and unleaded fuel used/received.
6. Prepare weekly invoices generated from work orders for supervisor's approval.
7. Type purchase orders; input computer data for inventory as received from purchase orders.
8. Prepare correspondence and reports as required.
9. Confirm VIN numbers for all City vehicles to maintain current status.
10. Pick up/return parts as needed.
11. Take vehicles to dealer for warranty work.
12. Assist with creating quarterly reports for Public Works Director review.
13. Temporary replacement for Sanitation Billing Clerk, and Public Works Assistant to fill in as necessary at the discretion of the Public Works Director.
14. Be dependable and meet acceptable attendance requirements at all times.
15. Follow all applicable safety rules and regulations.

OTHER JOB FUNCTIONS:

A. Communicate with mechanics in ordering parts needed for vehicle repairs.
B. Monitor maintenance records; contact departments if overdue.
C. Janitorial for Vehicle Maintenance restrooms, parts room and office area.
D. Perform other related duties as assigned.

QUALIFICATIONS:

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of this position.

Knowledge of:

- Spelling, grammar, and punctuation, business letter writing and basic report preparation techniques.
- Computers and word processing, spreadsheet, Internet literate.

- Good public relations.
- Customer service needs and delivery.
- Modern office procedures, methods and computer equipment, programs, applications and uses.
- English usage, spelling, grammar and punctuation.

Ability to:

- Operate and use modern office equipment including computer and computer programs.
- Type at a speed necessary for successful job performance.
- Prepare and maintain accurate records and reports.
- Communicate effectively orally and in writing.
- Prioritized projects and work on several assignments simultaneously.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Physical ability to perform essential functions of the job.

Special Requirements

Residency Requirement: Must be a resident of the City of Mesquite, and shall not cease to be a resident of the City of Mesquite during his/her employment by the City; Teamsters Local 14 CBA Article 39.1 July 1, 2013 ~ June 30, 2016.

Experience, Education & Training:

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: High school diploma or G.E.D.
Experience: Two years business experience of a clerical nature.
Training: Classes as required to perform job. Speak and write Spanish fluently preferred.
License or Certificate: Must possess, at the time of employment and continuously throughout employment, a valid driver's license.

WORKING CONDITIONS:

Work is performed under the following conditions:

Physical Requirements:

Duties require sufficient mobility to work in a typical office setting and use standard office equipment; sustained posture in a seated position for prolonged periods of time; vision to read printed materials and a VDT screen, and hearing and speech to communicate in person or over the telephone. Physical exertion is present due to occasional bending, twisting, reaching, standing, walking and stooping; must be able to handle stressful situations and carry/lift/push or pull loads of up to 25lbs.

Job Hazards/Risk Factors:

Employees risk physical hazard from toxic agents, greases, oils, and hazards associated with the operation of vehicle maintenance shop.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised & approved: September 2002
October 2007 ~October 2009
July 2013 (Bilingual)
March 2014 (Residency)