City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Finance Office Assistant</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>FNAS</td>
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<td>Job Family:</td>
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<tr>
<td>Pay Grade:</td>
<td>NU11</td>
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<tr>
<td>Date Revised:</td>
<td>12/10/2020</td>
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<tr>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
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**General Summary:** This position is responsible for administrative support and front-line customer support for internal and external customers, which includes City of Rapid City employees, public officials, and the general public. Work assignments may vary depending on the needs of the Finance Office as well as incoming phone calls, emails, and walk-up traffic.

**Essential Duties and Responsibilities:**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

- Assists customers, responds to written, phone and in-person inquiries and other customer requests.
- Maintains official files, records, policies, procedures and other reference material important to the efficient operation of the City, including scanning of all documents into appropriate software program(s).
- Works with vendors in the licensing process; ensures paperwork is complete; issues licenses once approved.
- Takes deposits to the bank, items to the courthouse for filing and completes office errands.
- Sorts and prepares outgoing mail for all departments, to include applying postage from the postage meter.
- Attends City Council meetings and prepares the Council agenda and minutes in the absence of the Administrative Coordinator; to include posting to the website.
- Serves as the backup for all other duties of the Administrative Coordinator in their absence.

**Qualifications:**

**Education and/or Experience:**

High school diploma of General Education Degree (GED) with a minimum of one year of directly related administrative support experience in a professional office environment, or a combination of education and experience deemed acceptable to the hiring authority.

**Working Conditions:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is typically moderate and interruptions are common.
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 position, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; talk; hear. The incumbent is frequently required to sit and/or stand and most of the work is completed at an assigned desk station in front of a computer. The incumbent is occasionally required to walk; balance; stoop, kneel, crouch or crawl. The incumbent must regularly lift and/or move up to 10 pounds; frequently lift and/or move up to 25 pounds; and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.