City of Rapid City
Job Description

Job Title: Solid Waste Clerk

Job Code: SWCK
Job Family: 
Pay Grade: AU01
Date Revised: 5/17/2021
FLSA Status: Non-Exempt

General Summary: This position is responsible for providing administrative support the Solid Waste division.

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.

- Responds to inquiries and other requests regarding the Solid Waste Division.
- Performs dispatch functions.
- Prepares reports, logs, records, correspondence and other material.
- Maintains files and records and assembles data as needed.
- Processes and maintains data for the Solid Waste Division on the City’s utility billing system.
- Operates standard office equipment common to an administrative environment.
- Provides administrative and operational support.

Qualifications:

Education and/or Experience:

High school diploma or general education degree (GED) and one-year related experience in the administrative field.

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 usually moderate.

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 regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk and taste or smell. The employee must occasionally lift and/or move up
to 10 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision and ability to adjust focus.