



CITY OF WICHITA  
invites applications for the position of:

# Tall Grass & Weeds Clerk (Temporary)

An Equal Opportunity Employer

**SALARY:** \$11.95 - \$17.30 Hourly

**OPENING DATE:** 03/04/19

**CLOSING DATE:** 05/31/19 11:59 PM

**DISTINGUISHING FEATURES OF WORK:**

**This is a Clerical position for the Tall Grass and Weeds Program which can be learned by training on the job. Work may include complaint intake from different resources and coordinating inspection schedules for field staff, generating work orders for contractors, and processing customer billings and other duties as assigned.**

This is clerical and manual work which can be learned by training on the job and which requires limited judgment in its execution. Work may include making arithmetic or similar checks on the work of other employees, but not supervision, unless allowed temporarily over staff assisting with a task.

**EXAMPLES OF WORK PERFORMED:**

- Ability to communicate and understand ordinances
- Maintains files of correspondence, forms, reports, and other materials; files material alphabetically, numerically, or by other predetermined classification.
- Picks up, sorts and sends out mail; places material in envelopes or packages.
- Assists in proofreading various written materials.
- Repeats computations made by other clerks to check accuracy.
- Performs simple posting to cost, voucher, individual account, or similar subsidiary records.
- Completes tabulations from records at hand and prepares reports of a standardized and routine nature.
- Performs simple arithmetic calculations manually or by using a calculator.
- May deliver materials as required.
- Answers phones and/or receives visitors, providing routine information, taking messages, and/or routing them to appropriate personnel.
- Dependent upon assignment, position may be required to travel to different work sites throughout the workday.
- Those positions will require reliable personal transportation.
- These examples are not intended to be all-inclusive.
- Other related duties may be assigned as needed.

**REQUIREMENTS OF WORK:**

- Ability to deal tactfully and courteously with other employees and the public
- Ability to learn, within a short period of time, office practices and procedures
- Ability to write legibly
- Ability to learn clerical assignments and develop skill in the operation of office machines within a short period of time
- Ability to develop and maintain effective working relationships with associates, and the public
- Ability to communicate clearly and effectively, both orally and in writing
- An employee shall not pose a direct threat to the health or safety of other individuals in the workplace

**REQUIRED EXPERIENCE AND TRAINING:**

Six months of entry level clerical office support work which includes. Equivalent combination of experience and training may be considered. Offers of employment are contingent upon passing a pre-employment physical, which includes drug screening, and upon satisfactory evaluation of the results of a criminal record check.