



JOB DESCRIPTION

Title: Administrative Assistant/ Front Desk Clerk	Department: Administration and Finance
Reports To: City Clerk	Non-Exempt: Hourly
Safety Sensitive: No	Full Time: YES
Last Edited Date: 03-13-2026	Approved Date:
Classified: No	Rate of Pay: \$ 38,376 annually (\$18.45 Per Hour)

Purpose

Assist Clerk's office in daily operations and administrative duties
Front Desk Clerk

Requirements

The requirements listed below are representative of the knowledge, skill, and/or ability required.

Essential Duties and Responsibilities

- Greeting visitors, answer and route telephone calls, respond to routine questions and direct the public to the appropriate department.
- Receive, Post, and balance all cash receipts and accounts receivable payments and prepare bank deposits.
- Receive, all incoming mail and correspondence and route to proper department
- Coordinate appointments and communications for the Clerk's office
- Assist with Lodger's Tax payments/ meetings
- Assist with IPRA requests
- Assist with records organization, and office filing
- Perform other related duties as assigned by the City Clerk/ Treasurer

Required Knowledge and Skills:

- Knowledge of fundamental office administration and basic accounting principles and standards.
- Ability to learn City of Moriarty policies and procedures.
- Knowledge of service delivery, purchasing, payment, billing, and related systems.
- Knowledge of computer hardware and software, and the use of office machines and systems such as telephone, fax, copy, recording, and binding.
- Knowledge of specific departmental rules, regulations, codes, and standards.
- Skills in reading, interpreting, understanding and applying fundamental accounting standards and procedures, rules and regulations, City of Moriarty Policies and Procedures.
- Skills in accurate and timely recording of data in manual and automated systems.
- Skills in operating personal computer and software applications.

- Skills in working under pressure of deadlines, establishing and maintaining cooperative working relationships with department staff and other city departments.
- Microsoft office software
- Knowledge of Government Finances
- Cash handling, Cash balancing, Bank Deposits
- Utility Billing Experience
- A/P- A/R Experience
- Assist with meeting packet, notices, agendas, and records
- Other duties as assigned

Education, Experience, Work Experience, Certifications and Licenses:

- A High School Diploma and two (2) years' experience demonstrating increasing responsibilities in the field of office administration, bookkeeping, accounting or related field.

Environmental Factors, Work Conditions and Physical Requirements:

- Work is performed primarily in internal environments with possible exposure to inclement weather, and varying temperatures.
- Work requires regular and punctual attendance, as well as attendance at meetings and special events outside the normal work schedule.
- Subject to standing, walking, sitting, bending, reaching, kneeling, driving and lifting objects up to 50 pounds.
- Long periods of sitting

Additional Special Qualifications/Requirements:

- A valid driver's license is required
- Background Check
- Skills Test will be given

Full benefits package: Retirement, health, dental, and vision insurance, PTO and sick leave accrument.

I attest that I can do the essential functions and meet the requirements of this job description.
A Skills test will be given

Print Name: _____

Signature: _____

Date: _____