




Rebecca Grill
City Administrator
City Administration Office
414.302.8294
rgrill@westalliswi.gov

MEMORANDUM

TO: Administration & Finance Committee
FROM: Rebecca Grill, City Administrator 
RE: Department Request to Fill Position
DATE: March 15, 2017

Attached is Mike Koszalka's request to fill the full-time position of Clerical Assistant at the Public Library.

According to our continuing procedure, these requests are formally referred to the Administration & Finance Committee for consideration through its normal Council/Committee referral process.

If you have any questions concerning this request, please contact me.

RG:jfw
cc: Mayor
HR Dept.
Mike Koszalka

ADM\Vacpos\VACPOSREQ LibClerAsst.032117



RECEIVED

MAR 13 2017

CITY OF WEST ALLIS
CAO

PUBLIC LIBRARY
7421 West National Avenue
West Allis, Wisconsin 53214-4699

March 13, 2017

Rebecca Grill
West Allis City Administrator
City Hall
West Allis, Wisconsin 53214

Dear Ms. Grill:

I respectfully request that the Administration and Finance Committee give its approval to fill the full-time Clerical Assistant position at the Public Library. This full-time budgeted position was part of a reorganization process within the Library Administration Department, and will result in efficiencies.

Attached is the completed form required to begin the replacement process.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Michael Koszalka".

Michael Koszalka
Library Director

CLERICAL ASSISTANT

JOB SUMMARY: This is specialized clerical work in the maintenance, preparation and processing of various records and documents. The position at times can be called upon to assist with various duties in other Library departments.

NATURE OF THE WORK: An employee in this classification is responsible for the performance of specialized clerical and/or bookkeeping tasks of moderate difficulty involving the preparation, processing and maintenance of various forms, records and documents. Although typing/keyboarding is generally required its relative importance may be limited in comparison to the clerical and/or bookkeeping responsibilities for this classification. Specific work performed can vary considerably among those classified as clerk to include work with figures, the operation of simple office machines and contacts with the public as well as within other departments. Advice is given the employee on unusually difficult or important matters or radical departures from former policy. Work assignments are generally performed without immediate supervision, although the work is subject to review by another step in the clerical process or through spot check and reading of material requiring signature. Although rare, some positions within this classification must be available and willing to work evenings, weekends, holidays and sometimes long and odd hours when emergency situations require such duties.

DUTIES: Typical duties include: furnishes information via the telephone or in person regarding bills, fees, assessments, taxes, services or other departmental policies and regulations in accordance with established procedures; types accounting and financial statements, statistical tabulations and data, form letters, memoranda, vouchers, reports, requisitions and other materials; operates various modern office equipment and applicable software programs; makes moderately complex tabulations and calculations; prepares vouchers for payment; posts proper costs to proper accounts for cost factoring; reviews accounts, reports and other documents for completeness, accuracy, and conformity with established procedures; assembles a variety of data from office records for incorporation in various reports; makes postings, and summarizes routine books or records; cross indexes and files forms, documents, reports, and correspondence; searches and locates file materials; may keep departmental time and attendance records; processes requisitions, orders and receives supplies; may be called upon to take minutes of meetings; operates mailing equipment and maintains postage records for the department; may be assigned to assist with clerical related duties in other Library departments; when directed to do so may act as liaison between the Library and other City departments; supports initiatives such as strategic planning, LEAN, and innovation; maintains prompt, predictable, and regular physical attendance; provides truthful and accurate written and verbal communications; maintains the ability to competently and credibly testify in court; and performs other duties as assigned.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES: Ability to make computations quickly and accurately; competent in the operation of office computers/software, including working skill with database programs; ability to establish and maintain effective working relationships a diverse population of people with varied academic, cultural, and socio-economic backgrounds using tact, diplomacy and courtesy, including, but not limited to, supervisors, employees and the public; ability to understand and follow verbal and written instructions; good knowledge of grammar, punctuation, spelling and arithmetic; good knowledge of modern office practices and procedures; skill in the use of modern office equipment; ability to maintain complex clerical records and to prepare reports for such records; ability to promote innovation, operational excellence and continuous improvement; possess the emotional intelligence to effectively perform the duties of the position.

MINIMUM REQUIREMENTS:

High school graduate/equivalent, preferably in a commercial course.

One year of recent paid business office work experience, preferably varied in nature.

Competent in the use of an office computers/software including, but not limited to, Microsoft Office Applications (Windows, Word, Outlook, Excel, and Calendaring), and other modern office equipment.

Completion of National Incident Management System (NIMS) training, ICS-100 and Independent Study-700, within 6 months of appointment.

Ability to type/keyboard on a computer at a reasonable rate of speed in accordance with the special needs of the department to which assigned.

Physical Job Demands: Possess the physical capacity to perform the duties of the position including, but not limited to, the following: frequent sitting, walking and standing; occasional lifting/carrying up to 50 lbs.; frequent stretching/reaching of arms; frequent arching of neck; occasional physical exertion moving, pulling, or pushing objects or materials up to 50 lbs.; and the ability to continuously bend, kneel, twist, stoop, squat, etc.

Reference Chart:

ACTIVITY FREQUENCIES	
Continuous	67 – 100% of workday
Frequent	34 – 66% of workday
Occasionally	1 - 33% of workday
Never	0

Ability to withstand exposure to variable odors, cleaning products and dust.

This position description has been prepared to assist in defining job responsibilities, physical demands, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The City retains and reserves any or all rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its judgment, to be proper.

I understand this position description may be changed, modified, and/or amended at any time throughout the duration of my employment.

CITY OF WEST ALLIS

Created March, 2017

Approved

_____ Department Head

_____ Date