



703 Weld County Road 37, Lochbuie, CO 80603  
Phone: 303-655-9308 Fax: 303-655-9312 Website: [www.lochbuie.org](http://www.lochbuie.org)

## TOWN OF LOCHBUIE JOB DESCRIPTION

### ADMINISTRATIVE CLERK/RECEPTIONIST

Department: Administration  
Classification: Full-Time Hourly: \$13.80-\$15.00

#### **JOB SUMMARY**

Responsibilities include a variety of administrative duties involving extensive public/employee contact, answering telephones, assisting customers at the counter, handling a cash drawer and other duties as assigned. Prior administrative, customer service and cash handling experience preferred.

This is position works 40 hours per week from 8:00 a.m. to 5:00 p.m., with benefits. This position is under the direct supervision of the Town Clerk.

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#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

(Includes, but is not limited to the following)

- Answers incoming calls and directs them to the necessary departments.
- Receives incoming mail and coordinates the distribution of this mail to multiple departments.
- Accepts and posts monetary payments from customers for court fines, building permits and utility charges. Involves cash handling and ensuring balancing accuracy of a cash drawer.
- Educates residents on water and wastewater charges and utility billing procedures. Will provide support to the Utility Clerk as necessary.
- Ability to communicate courteously and effectively with the general public and give clear and precise verbal and/or written responses to inquiries or requests for information
- Provide support to a number of departments, perform multiple tasks at the same time and work accurately with frequent interruptions.
- Receive and process confidential information in a professional manner.
- Capable of producing quality work with constant attention to detail.
- Performs related work as assigned, and may occasionally be involved in special projects unrelated to the above job description.

#### **EQUIPMENT USED** (Includes, but is not limited to the following)

Position requires use of various office equipment including personal computers and software; including Caselle, Microsoft Office, and various proprietary and other in-house systems as required. Must be able

to operate a variety of automated and manual office machines including: scanner, printer, calculator, copier, and telephone/fax

**EDUCATION:** High school diploma or GED required. Bachelor's Degree preferred.

**EXPERIENCE:** Two years of administrative experience in an office environment providing customer service.

Must pass criminal background check and drug test.

**SUBMIT TOWN APPLICATION AND RESUME TO:**

Monica Mendoza, Town Clerk, 703 Weld County Road 37, Lochbuie, Colorado 80603 or Fax to 303-655-9312 or Email to [mmendoza@lochbuie.org](mailto:mmendoza@lochbuie.org)

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The intent of this classification is to describe the types of job tasks and levels of responsibility and difficulty required of persons assigned to this classification title. This is not to be considered a detailed description of every duty/responsibility of the job.

The Town of Lochbuie is an Equal Opportunity Employer. Pursuant to the *Immigrations Reform and Control Act*, it is the Town's intention to hire only individuals who are United States citizens or aliens authorized to work and live in the United States.