



## **CITY OF MT. PLEASANT**

### **Office Professional II**

#### GENERAL SUMMARY:

Under the general supervision of the Division or Department Head, this entry level position requires limited independence and decision making to carry out routine office professional work in keeping official records, providing internal and external customer service and clerical support to assist in accomplishing the goals of the Division or Department. Responsible for protecting and preserving the assets of the City of Mt. Pleasant and its citizens. Employees in this position are expected to develop new skills and to gradually assume a higher level of duties and test for promotion to an Office Professional Level III position.

#### POSITION RESPONSIBILITIES: (By illustration and not limitation)

- Utilizes strong communication skills while carrying out routine tasks and working with the public, co-workers and City management.
- Supports division staff as needed on various tasks and specified work responsibilities.
- Provides clerical and technical support for the Division in which they are assigned as needed.
- Responsible for report preparation, data entry, evaluation, and organization of daily tasks as designated by the department leader.
- Maintains professional growth and up-to-date knowledge in areas of responsibility through extensive research, continuing education, training, and involvement in professional associations.
- Performs related work as requested

#### MINIMUM REQUIREMENTS:

- High School diploma and three years of responsible clerical experience involving increasingly higher level of duties in a similar position at the City; or an Associate degree in liberal arts, office management, mathematics, accounting, or related field, and two years experience at the City; or an equivalent combination of education and experience. In all instances one year of experience as an Office Professional II is required.
- Demonstrated knowledge of office equipment, applicable computer software applications and hardware, grammar and/or accounting principles, problem solving skills, and time management.

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- Proven ability to effectively communicate, orally and in writing, with team members, colleagues, and the public regarding any aspect within the scope of responsibility; and to establish and maintain positive working relationships with the public and other employees. Uses proven problem solving skills and techniques to resolve issues and conflict.
- Demonstrated ability to independently and cooperatively plan, organize, prioritize, coordinate and evaluate multiple events and activities, and actively participate in the development and maintenance of successful and professional work teams.
- Must possess a high level of professional and personal integrity and be committed to the concept of organizational excellence.
- Must have a valid driver license and a safe driving record.

**PHYSICAL/MENTAL DEMANDS AND WORK ENVIRONMENT:**

The physical and mental 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 and hear. The employee frequently is required to sit, stand, walk, use hands to manipulate, handle, or feel. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Must possess the physical and mental abilities to transport self to meetings, conferences, etc.; analyze, reason, supervise, comprehend, evaluate, organize, and handle the stress associated with administrative and supervisory responsibilities. The noise level in the work environment is usually moderate.

All job functions are considered essential.