



## **SHIRE OF CUNDERDIN** **POSITION DESCRIPTION**

1. **TITLE** **ADMINISTRATION RECORDS KEEPING OFFICER**
2. **LEVEL** **2-4**
3. **DEPARTMENT/SECTION** **ADMINISTRATION**

4. **POSITION OBJECTIVES:**

- 4.1 Provide clerical and secretarial support to the Shire's administration.  
4.2 Provide friendly helpful assistance to Council's customers.  
4.3 Accurately receipt monies received and perform general office duties.

5. **REQUIREMENTS OF THE POSITION:**

5.1 Skills:

- 5.1.1 Developed typing, keyboard and computer skills.  
5.1.2 Developed time management and organisations skills.  
5.1.3 Developed verbal communication skills.  
5.1.4 Developed public relations skills.  
5.1.5 Developed numeracy skills.  
5.1.6 Developed reception and telephone skills.

5.2 Knowledge:

- 5.2.1 Developing knowledge of Council's organisational structure and function.  
5.2.2 Developing knowledge of local government protocols.  
5.2.3 Working knowledge of the English language including spelling, grammar and vocabulary.  
5.2.4 Working knowledge of local community.  
5.2.5 Working knowledge of receipting procedures.  
5.2.6 Developing knowledge of computer systems and operation.

5.3 Experience

- 5.3.1 Basic office experience.

5.4 Qualifications and/ or Training

- 5.4.1 No formal qualifications required.  
5.4.2 Hold a current "C" class Motor Drivers License.

## 6. KEYS DUTIES/RESPONSIBILITIES

### GENERAL ADMINISTRATION

- Respond to telephone and counter enquiries (including processing of general receipts, debtors and rates).
- Monitor office stationery supplies and complete stationery order as and when basis.
- Maintain records system.
- Relieve other officers within section.
- Reconcile daily funds received with receipts issued and prepare bank deposits.
- Deposit funds received at bank.
- Collect, record and distribute all incoming mail.
- Prepare, record and deliver outgoing mail to Post Office.
- Provide assistance as and when required, to ensure the smooth running of the Administration section.
- Maintain Dog & Cat Registration records and generate renewal notices for Dog & Cat Certificates in October each year.
- Maintain all Cemetery records both manually and on the computer and liaise with funeral homes/clients.
- Maintain all facility and plant hire records.
- Make sure customer information displayed (including tourist information) is neat, orderly and current.
- Collect record all Building and Planning applications, advise Building License applicants when their permits are ready to be paid and collected.
- Administer the issue and recording of purchase orders and Advertising.
- Maintain key register and key cabinet in an orderly manner.
- Ensure the Information Bulletin for Council meetings are prepared & delivered.
- Organise and collect catering for Council events/meetings.
- Maintain cleanliness of Council Chambers.
- Records keeping and retention duties including annual archiving.
- Other duties as required.

### ADMINISTRATION/SECRETARIAL

- Provide secretarial services for the Chief Executive Officer, Deputy Chief Executive Officer, Environmental Health Officer, Building Surveyor and Ranger.
- Assist other staff in administrative duties.

### COMPUTER SYSTEM

- Start up and power down the computer system daily.
- Responsible for the operation of server back-up and safe storage of the data.

## 7.0 ORGANISATIONAL RELATIONSHIPS

7.1 Responsible to: Deputy Chief Executive Officer

7.2 Supervision of: Not applicable

7.3 Internal and External Liaison:

Internal	President and Councillors Office Staff at all levels of the organisation
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External	Customers, Guests and Visitors General Public
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## 8.0 EXTENT OF AUTHORITY

Works under limited supervision and work outcomes are regularly monitored by the Deputy Chief Executive Officer.

Freedom to act is limited by standards and procedures.

## 9.0 SELECTION CRITERIA

### Essential

1. Developed typing and keyboard skills.
2. Developed time management and organisational skills.
3. Developed communications skills - both written and verbal.
4. Developed public relations skills.
5. Adequate knowledge of the English language including spelling, grammar and vocabulary.
6. Hold a current "C" class Motor Drivers License.

### Desirable

1. Working knowledge of local community.
2. Basic reception and telephone skills.
3. Working knowledge of basic bookkeeping.
4. Basic knowledge of Synergy Soft

## REQUIREMENTS FOR APPOINTED INCUMBENT

MEDICAL	Medical examination required prior to offer of employment to be 'clear – appropriate for position'
VEHICLE	Vehicle not provide with the position. Access to the Office vehicle during office hours for business use only, however, if required to use own vehicle, will be reimbursed kilometre.
PROTECTIVE CLOTHING	None
EQUIPMENT	None
UNIFORM	Access to non compulsory LG corporate uniform policy
DELEGATION AUTHORITY	TBA
POLICE CLEARANCE	Required

Present Occupant \_\_\_\_\_

Date Appointed \_\_\_\_\_

Prepared By \_\_\_\_\_

Date Issue \_\_\_\_\_

Supervisor \_\_\_\_\_

No. of Sheets \_\_\_\_\_

Approved By \_\_\_\_\_

Date \_\_\_\_\_

Reviewed \_\_\_\_\_