



Part Time Student Clerk  
Administrative Services Support Team  
Job Responsibilities

This position is part of the Administrative Services Support Team (ASST) and may have the opportunity to work throughout many City of Kennewick departments including: Customer Service, Building, Planning, Engineering, Public Works, Human Resources, City Attorney, Finance, etc.

**Computer experience in Microsoft Excel and Word is highly desirable.**

General responsibilities, which vary with each department:

- Receive incoming phone calls and customers, provide general information, answer questions, and furnish information related to various department procedures, policies and services.
- Make copies of original contract documents and plans for contracts going out to bid, in large and small formats. (Includes using large scanners, copy & binding machines.)
- Filing and copying various types of documents and reports.
- Scan and distribute various reports for the departments using Outlook (e-mail).
- Set up files including tabs and labels.
- Entering information into Excel or Word spreadsheets.
- Assist with copying and preparing door hangers for engineering projects, scheduled water outages, nonpay utility accounts, etc.
- Enter invoices and requisitions into accounts payable & requisitioning system.
- Sort and process incoming and outgoing mail. (At Frost & City Hall)
- Stuff envelopes for mass (bulk) mailings & prepare and process outgoing mail for mailing at post office.
- Receive, sort and receipt utility bill payments; may include bank deposits. (Payment handling, use of 10-key desired)
- Various sorting and filing for City Attorney office on weekly basis.
- Monthly safety checks and janitorial inventory.
- Other duties as assigned.