



ADMINISTRATIVE CLERK PORTSMOUTH CITY CLERK'S OFFICE

NATURE OF WORK

The Administrative Clerk performs clerical work under the general supervision of the City Clerk. An individual in this position processes applications, issues licenses and permits, schedules conference rooms, collects and processes fees and issues absentee ballots. The work involves recurring contact with customers, City employees, officials and agencies. This work is subject to review according to the City's personnel plan through observation, reports and the results achieved.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Familiarity and knowledge of laws, ordinances, and regulations governing the City of Portsmouth.
2. Knowledge of modern office methods and procedures.
3. An ability to establish and maintain effective relationships with other employees, city officials and customers.
4. An ability to adapt quickly to computer software programs including various state programs used in the issuance of vital records and election functions.
5. Strong organizational skills for the preparation and arrangement of election binders to be used by election officials.
6. Skilled in the operation of computers, adding machines, calculators, cash registers and related office equipment.
7. An ability to communicate easily and appropriately with the general public, City staff, and government officials at all levels and maintain an understanding of racial equity, inclusion, and belonging.
8. Knowledge of state statutes to ensure the proper preparation and notification requirements of signage and election notices.

MINIMUM REQUIRED QUALIFICATIONS

A candidate for this position should have an Associate's degree in Business Administration or related field, and three (3) years of experience; or an equivalent combination of education and experience. State certification may be required.

Visit our website for more details on this job and to apply:

www.cityofportsmouth.com/hr/work

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