

City of Ironwood – Job Description

Temporary Entry-Level Clerical Office Assistant (Primarily Document Scanning)

Job Location: Memorial Building/Offsite Office

Bargaining Unit: Non-Union

Reports To: City Manager

Salary: \$15.00 per hour (appx. 40 hours/week)

Job Type: Limited Term (Term ends June 30, 2025)

Posting Date: December 17, 2024 – Open until filled.

Job Overview:

We are seeking a detail-oriented and reliable Entry-Level Clerical Office Assistant to join our team. In this role, you will primarily be responsible for scanning large old documents into a digital format and saving the files to our computer systems. You will be expected to ensure the accuracy, organization, and proper filing of all scanned documents.

Key Responsibilities:

- Scan physical documents and records into digital files using office equipment such as scanners and multi-functional printers.
 - Organize and maintain digital files by properly labeling and saving them in the designated directories.
 - Ensure that scanned documents are clear, readable, and properly formatted.
 - Cross-check scanned documents with physical copies to ensure accuracy and completeness.
 - Maintain and update document filing systems (both physical and digital).
 - Assist in managing and organizing physical documents for easy retrieval.
 - Maintain confidentiality and handle sensitive documents appropriately.
 - Perform other clerical duties as needed, such as data entry and filing support.
 - Troubleshoot and report any issues with scanning equipment or systems to the supervisor.
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Qualifications:

- Previous office or clerical experience is a plus but not required.
- Basic knowledge of office software (Microsoft Office Suite) and familiarity with document scanning technology.
- Attention to detail and organizational skills.
- Ability to work independently at an offsite office (primarily at Coleman Engineering's Office with their large document scanner).
- Work efficiently while managing time effectively.
- Ability to follow instructions.
- Dependability and a high level of integrity, particularly when handling confidential information.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements:

- Ability to sit or stand for extended periods while scanning documents.
- Must be able to lift and move stacks of paper and files (up to 25 pounds).

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.