

**City of Carson City
Agenda Report**

Date Submitted: November 10, 2014

Agenda Date Requested: November 20, 2014
Time Requested: 10 minutes

To: Carson City Board of Supervisors
From: Health & Human Services (Nicki Aaker)

Subject Title: For Possible Action: Action to approve a full time Human Services Office Support Clerk at Carson City Health and Human Services (CCHHS) funded by grants. *(Nicki Aaker)*

Staff Summary: The Human Services Office Support Clerk will have no financial impact to the general fund. The salary and fringe benefits of the position will be approximately \$37,800. Funding sources for this position will be the Aging & Disability Resource Center (ADRC) Grant, Community Services Block Grant, Emergency Solutions Grant and the Shelter Plus Care Grant. This position was approved by Internal Financial Committee (IFC) on November 5, 2014.

Type of Action Requested: (check one)
 Resolution Ordinance
 Formal Action/Motion Other (Specify) Information Only

Does This Action Require A Business Impact Statement: Yes No

Recommended Board Action: I move to approve a full time Human Service Office Support Clerk position at Carson City Health and Human Services (CCHHS) funded by grants.

Explanation for Recommended Board Action: The Aging & Disability Resource Center (ADRC) Grant, the Community Services Block Grant, the Emergency Solutions Grant, and the Shelter Plus Care Grant require data collection and provide funding for this purpose along with administrative duties. This position is needed to support the Human Services Case Managers and the Human Services Division Manager in providing timely customer service as well as collect and report data to the grantors.

Applicable Statute, Code, Policy, Rule or Regulation: N/A

Fiscal Impact: No General Fund Impact

Explanation of Impact: N/A

Funding Source: ADRC Grant, Community Services Block Grant, Emergency Solutions Grant, and Shelter Plus Care Grant

Alternatives: To not approve the full time Human Services Office Support Clerk at Carson City Health and Human Services (CCHHS) funded by grants.

Supporting Material: Job Description for Office Support Clerk

Prepared By: Nicki Aaker, MSN, MPH, RN

Reviewed By: *N. Aaker* Date: *10/10/14*
(Department Head)
Nicholas Marano Date: *11/10/14*
(City Manager)
[Signature] Date: *11/10/14*
(District Attorney)
[Signature] Date: *11/10/14*
(Finance Director)

Board Action Taken:

Motion: _____ 1) _____ Aye/Nay
2) _____ _____

(Vote Recorded By)



Office Support Clerk

Class Code:
00708

Bargaining Unit: CARSON CITY EMPLOYEES
ASSOCIATION

CONSOLIDATED MUNICIPALITY OF CARSON CITY
Revision Date: Feb 11, 2010

SALARY RANGE

\$11.73 - \$16.57 Hourly
\$24,391.95 - \$34,465.39 Annually

DESCRIPTION:

To perform a wide variety of general clerical duties in support of the assigned function; and to provide information and assistance to the public. Receives supervision from management staff. This position may have specific department-related duties.

PHYSICAL DEMANDS:

In addition to the minimum requirements and the job duties listed for this position, the following are required: Duties require sufficient mobility to work in a typical office setting and use standard office equipment including a computer, vision to read printed materials and an LCD screen, and hearing and speech to effectively communicate in person or via telephone.

EXAMPLE OF DUTIES:

- Type and proofread a variety of documents including general correspondence, agendas, reports, memos and statistical charts from rough draft, forms, copy, notes, transcribing machine recordings or verbal instruction.
- Answer the phone and wait on the general public, providing general information on departmental and City policies and procedures as required; refer calls to appropriate departmental personnel.
- Prepare information and data for statistical and financial reports; maintain a variety of statistical records; check and tabulate basic statistical data; prepare simple statistical reports.
- Participate in the preparation and processing of commission and board agenda packets; type staff reports, notices, and other documents; duplicate, collate, and distribute agenda packets.
- Maintain inventory records; process purchase requisitions; maintain purchase records; resolve errors in orders received and invoices.
- Operate a variety of office equipment including a computer terminal; input and retrieve a variety of data and text.
- May attend meetings, take minutes and transcribe as necessary.
- Receive, sort and distribute incoming mail and other correspondence.
- Issue, receive, type and process various applications, permits and other forms.
- Schedule the use of City facilities by department staff members of the public.
- May receive incoming telephone and voice radio calls, secure and record information and use voice radio dispatch necessary City services.
- Maintain fiscal records; accept payment of fees; prepare cash deposits; enter data and information into a computer.

- May participate in the training of new staff.
- Must Perform related duties as required.

QUALIFICATIONS:**MINIMUM QUALIFICATIONS:**

Graduation from high school or the equivalent, and one year of related clerical experience including public contact. A valid Nevada driver's license may be required.

KNOWLEDGE, SKILLS, AND ABILITIES:**General knowledge of:**

- English usage, spelling, grammar, and punctuation.
- Business letter writing and report preparation.
- Principles and procedures of record keeping.
- Modern office methods, practices, procedures and computer equipment.
- Basic word processing methods, techniques and programs.

Ability to:

- Correctly interpret and apply the policies and procedures of the assigned function.
- Perform a full range of general clerical work under minimal supervision. Type at a speed necessary for job performance, at a minimum of 45 wpm.
- Operate a variety of modern office equipment including a word processor and/or computer terminal.
- Understand and carry out oral and written directions. Communicate clearly and concisely, orally and in writing.
- Learn office methods, rules and policies including receptionist techniques.
- Work courteously with the general public on the telephone or in person.
- Perform simple mathematical calculations.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

SUPPLEMENTAL INFORMATION:**ADDITIONAL INFORMATION:**

Carson City requires prospective employees to submit to a drug-screening and background investigation as a condition for employment. Employment is conditional upon the candidate's successful completion of Carson City's pre-employment screening. Employees must be willing to work overtime, shift work, weekends, flexible hours and holidays. Employees may be required to be on-call, may work under hazardous conditions and in inclement weather.