

## City of Mission Job Description

Job Title: **Museum Clerk**

Classification: **Non-Exempt**

Department: Museum

Division: N/A

Supervisor: Museum Director

Effective: 10/01/2024



### I. **JOB SUMMARY**

The individual performs a variety of clerical functions. The job has no supervisory responsibilities. Will be responsible for filing, typing, organizing of files, making copies, and answering the telephone. Will be responsible for visitor services duties and serve as front desk reception primarily during public hours (including weekend schedule). Individual will perform other job duties assigned by Museum Director/supervisor when needed.

### II. **EDUCATION REQUIREMENTS**

- High School diploma or G.E.D required.
- Must be knowledgeable in Microsoft Office and basic computer skills.
- Some college preferred.

### III. **EMPLOYMENT REQUIREMENTS**

- Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration.
- Applicant must take and pass a drug, physical, and pre-placement screenings administered by the City of Mission doctor at the City's expense.
- Applicant must have a neat and professional appearance.
- Applicant must have a current valid class "C" driver's license from the department of Public Safety with no more than two (2) moving traffic violations within the past two (2) years.

### IV. **SKILL AND ABILITY REQUIREMENTS**

- Ability to communicate effectively in the Spanish and English language.
- Ability to answer citizen inquiries tactfully, courteously and in a professional manner.
- Ability to perform tasks with minimal supervision.
- Ability to maintain effective working relationships with office staff, auxiliary, departments, elected officials, and the public.
- Ability to multitask effectively.
- Ability to promote all duties with the highest customer service standards.

### V. **ESSENTIAL JOB FUNCTIONS**

- Answer telephone with clear, courteous, and professional voice and direct calls to the appropriate destination.
- Receive visitors, answer questions as appropriate, and direct to appropriate destination.
- Daily sort and file letters and other documents.

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- Receives and notes incoming information among other correspondence within the office.
- Data entry into computer as directed.
- Prepares letters and packages for mailing.
- Utilize office copying equipment as directed.
- Perform job with special attention to good public relations, safety, and proper office procedures to be in compliance with department and city policy.
- Create and maintain inventory of museum-owned equipment, merchandise, and supplies.
- Participate in special programs or events that help promote a better understanding of the Museum in the community and the history of the area
- Handle and properly document monetary transactions

### **VI. NON-ESSENTIAL JOB FUNCTIONS**

- Assist with special events directed by Museum Director.

### **VII. EQUIPMENT/MATERIALS**

General office and safety equipment/materials to include but not limited to the following:

- Computer
- Copy machine, Telephone
- Printer
- Paper cutter, Postage meter
- Camera (digital & Video), pens, pencils, highlighter, stapler, rulers
- Manual hole puncher, table cloths, tables and chairs
- Policy & procedure handbook
- POS machine

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**VIII. WORK ENVIRONMENT**

Exposure to the following environmental conditions are required for this job.

	None	Amount of Time		
		Under 1/3	1/3 to 2/3	Over 2/3
Wet humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

**IX. MANUAL DEXTERITY**

Gross and fine finger dexterity are required to perform essential job functions. Gross hand manipulation is performed to grip a series of files and reposition a keyboard to different computer station. Fine finger dexterity is required to hand write notes and to input data.

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**X. PHYSICAL DEMAND ANALYSIS**

**MATERIAL HANDLING ACTIVITIES**

Task	Weights	Frequency	Performance
<b>LIFTING</b>	Up to 5 lbs	<b>O</b>	Boxes, books, & material to provide information to the public.
	6-10 lbs	<b>O</b>	Boxes
	11-20 lbs	<b>O</b>	Boxes
	21-25 lbs	<b>O</b>	Floor to knuckle and shoulder - file boxes.
	26-50 lbs	<b>O</b>	Equipment and materials for presentations.
	51-75 lbs	<b>N</b>	
	76-100 lbs	<b>N</b>	
	Over 100 lbs	<b>N</b>	
<b>CARRYING</b>	Up to 5 lbs	<b>O</b>	Equipment to take pictures
	6-10 lbs	<b>O</b>	Boxes
	11-20 lbs	<b>O</b>	Equipment for video purposes.
	21-25 lbs	<b>O</b>	Boxes
	26-50 lbs	<b>O</b>	File boxes or computer paper boxes.
	51-75 lbs	<b>N</b>	
	76-100 lbs	<b>N</b>	
	Over 100 lbs	<b>N</b>	
<b>PUSHING/PULLING</b>	Up to 5 lbs	<b>F</b>	File cabinet drawers to put away and retrieve files.
	6-10 lbs	<b>F</b>	File cabinet drawers to put away and retrieve files.
	11-20 lbs	<b>N</b>	
	21-25 lbs	<b>N</b>	
	26-50 lbs	<b>N</b>	
	51-75 lbs	<b>N</b>	
	76-100 lbs	<b>N</b>	
	Over 100 lbs	<b>N</b>	

**N-Never    O-Occasional 1-33%    F-Frequently 34-66%    C-Constant 67-100%**

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**NON-MATERIAL HANDLING ACTIVITIES**

<b>Task</b>	<b>Frequency</b>	<b>Performance</b>
<b>CLIMBING</b>	<b>O</b>	Step stool to retrieve documents (two steps) up and downstairs 3-4 times to deliver reports, bills or correspondence-one flight of stairs.
<b>STOOPING</b> (bending at waist)	<b>F</b>	To pick up boxes of files to review data and to organize museum supplies
<b>KNEELING</b> (one or both knees)	<b>O</b>	Check a display and organize museum supplies
<b>CROUCHING</b> (bending at hips/knees)	<b>F</b>	To retrieve daily correspondence and agency files and organize museum supplies
<b>CRAWLING</b>	<b>N</b>	
<b>REACHING</b>	<b>F</b>	Within desk area and file cabinet. Partial to full arm extension.
<b>TWISTING/TURN</b> (rotation)	<b>O</b>	180 degree to access printer and retrieve files.
<b>HANDLING</b> (manipulated objects)	<b>O</b>	Typing letters, memos and statistical reports.
<b>STANDING</b>	<b>O</b>	Fax documents, retrieve clerical supplies, clerical, reference books at shoulder level.
<b>WALKING</b>	<b>O</b>	Within office and other offices within department-up to 50' and between two buildings 100'
<b>SITTING</b>	<b>C</b>	Answering phones, reviewing correspondence, scheduling area, utilizing computer.
<b>FINGERING</b> (finger dexterity)	<b>F</b>	Typing letters, memos and statistical reports.
<b>GRASPING</b> (whole hand activities)	<b>O</b>	Grabbing file boxes.

**N-Never O-Occasional 1-33% F-Frequent 34-66% C-Constant 67-100%**

I, \_\_\_\_\_ understand the physical demands, work environment factors and mental functions of this job. I can fulfill the essential functions of this position as described in this job description.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date