

South Jordan City

Job Description

Title:	Information Center Agent	Effective Date:	12/9/16
Org:	100220	FLSA:	Non-Exempt
Pay Grade:	7	Workers Comp:	Clerical

GENERAL PURPOSE

Perform a variety of working level customer service and routine technical support to the citizens and staff of South Jordan City involving complex telephone business systems equipment and city offices reception.

SUPERVISOR

Information Center Manager

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave.

Greet the public; respond to requests for information and provide factual information related to city services, programs, and general policies, practices and procedures; provide walk-in patrons with requested forms, publications and other informational materials; take payments both over the phone and in person, provide appropriate receipts/confirmation numbers.

Process business license renewals according to city code and policy as required.

Process incoming mail; investigate and correct returned mail.

Direct walk-in clients and visitors to proper office locations; apprise staff of guest arrivals.

Listen to public complaints, questions, etc.; respond to questions and concerns by referring individuals to appropriate personnel for assistance and by creating appropriate work orders.

Operate complex telephone equipment; receive, respond to and direct incoming telephone calls; query callers to identify needed assistance, determine appropriate department or office and direct calls accordingly.

Monitor City website for inaccuracies and content, report to supervisor on a regular basis.

Responsible to follow-up with customers to make sure questions are answered and problems are resolved.

Maintain accurate information in the central database and coordinate with city departments to update with any changes.

Locate and notify the correct person or department when difficult questions arise.

Generate work orders and other appropriate documents to address citizen concerns.

Use good judgment when helping citizens to decide how an issue should be resolved and who needs to be involved with its resolution.

Act as the “face of the City” for all calls or patrons entering the City. This requires the ability to communicate calmly, efficiently, and with enthusiasm.

Use business appropriate conflict management skills when helping angry or unreasonable customers.

Process and respond to dog license requests. Maintain accurate dog license records and initiate license renewals.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from High School or G.E.D.;

AND

B. Six (6) months experience in customer service or related to duties described above;

2. Special Qualifications

Local government experience preferred

Licensed in the State of Utah as a Notary Public preferred

3. Knowledge, Skills, and Abilities:

Knowledge of telephone switchboard operations and procedures; basic customer service; telephone and interpersonal communication etiquette; general office maintenance and practices; operation of standard office equipment; some knowledge of basic mathematics.

Ability to operate a personal computer and Microsoft products.

Ability to work independently and deal effectively with stress caused by continuous public contact; communicate effectively, verbally and in writing; perform basic mathematical calculations; maintain effective working relationships with supervisors, co-workers, and the public.

4. Working Conditions:

Incumbent of the position performs work in a typical office setting with appropriate climate controls. Tasks require variety of physical activities and common eye, hand, and finger dexterity, such as walking, standing, stooping, sitting, reaching, talking, hearing, and seeing. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking, and guided problem solving. Periodic travel required in normal course of job performance.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Clerical Non-Exempt	EEO-4 Class:	Adm Support
Location:	Information Center	EEOP Class:	Adm Support
Group/BU:	General Pay Plan	Tech-Net Match:	770 & 2330