



**CITY OF CRETE  
DEPARTMENTS OF PUBLIC  
WORKS  
BOOKKEEPER/SECRETARY**

**ESSENTIAL FUNCTIONS  
(included but not limited to:)**

With or without reasonable accommodation this person must have the ability to successfully accomplish the following:

Communicate with persons of various ethnic backgrounds, educational levels, age, and communication abilities using pictorial, verbal and written media, English and Spanish language, in a clear, concise manner.

Operate and employ such devices or procedural changes necessary to render services to, and accommodate persons with disabilities.

Effectively identify, organize, and deploy resources to provide safe, timely delivery of programs and services to the public.

Maintain strict confidentiality of information and communications defined as sensitive or confidential in policy, on and off duty.

Independently prioritize simultaneous requests, tasks, and actions, to quickly and accurately formulate appropriate sequences and courses of response, routinely and during periods of stress.

Mediate and negotiate disputes and compromises between various persons while courteously, tactfully, and impartially enforcing all relevant regulations.

Perform accurate, timely, mathematical calculations based on data supplied in any combination of pictorial, verbal, and written format. Accurately present the result of such calculations in pictorial, verbal, or written form as required in English and Spanish.

Directly participate in the provision of services and programs to the public.

Maintain legible, orderly, and accessible records generated by assigned activities.

Other functions that may be assigned at the discretion of management.

I have read and understand the Essential Functions for the position of Public Works Bookkeeper Billing, and can perform the Essential Functions with or without reasonable accommodation.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_