



Job Description: Deputy City Clerk

Supervised by: City Administrator/City Clerk

Supervises: no supervisory responsibilities

Position Summary:

Under the supervision of the City Administrator with oversight from the Mayor and Board of Aldermen, performs a wide range of clerical support functions for the City Clerk's office. Position will be 30 hours a week/6 hour days Monday thru Friday. Starting wage \$12.50/hr. through \$13.50/hr. depending on experience.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential job functions. These examples do not include all of the duties the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Responsible for assisting citizens at the front counter and on the phone
2. Responds to requests by the public for information
3. Assist with receipt of payments of utility bills, building permits, dog tags, and special permits
4. Acts as cashier, including preparation of daily deposit slips and taking deposits to the bank
5. Process requests for reservations of park shelters and the Community Center
6. Takes outgoing mail to the post office and picks up incoming mail for City Hall
7. Perform related work as required

Required Knowledge, Skills, Abilities, and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position.

Requirements include the following:

- Skill in operating basic office equipment and technology including computers and related word processing, spreadsheet, and database software
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with elected officials, governmental agencies, vendors and other external contacts and the public

- Outstanding customer service
- Ability to understand and follow complex oral and written instructions and work independently
- Ability to communicate effectively, manage multiple tasks, meet deadlines and adhere to detailed processes and procedures
- Ability to record and transcribe meeting minutes and type with accuracy
- Ability to exercise a high degree of diplomacy in contentious or confrontational situations
- Capable of being bonded and successfully pass a background check

Tools and equipment used:

Personal computer, accounting software, word processing and spreadsheet software, telephone, 10 key calculators, copy machine, scanner, fax, postage machine, and all other equipment required to perform the duties and responsibilities of this position.

Physical Demands and Work Environment:

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

While performing the duties of this job, the employee is regularly required to talk, hear, walk, stand, reach with hands and arms, use hands to fingers, handle or feel, and to view and produce written and electronic documents. The employee is occasionally required to stoop, kneel or crouch. The employee must occasionally lift and/or move objects of light weight.

While performing the essential duties of this job, the employee regularly works in a business office setting. The noise level in the work environment is usually quiet.

The employee is expected to maintain an appearance and demeanor that demonstrates the professionalism of the City and the employee's commitment to public service. For this reason, the employee is expected to report to work each day with the appropriate appearance, attire, and demeanor for the position. Attire should be consistent with job responsibilities for the day and should not jeopardize the safety of the employee or distract others but should be in keeping with the image of a professional organization.