



## JOB DESCRIPTION

<b>Title: Deputy City Clerk/Billing Clerk</b> <b>Supervisor: City Clerk</b>	<b>Dept:</b> <b>Administration</b>	<b>Class: Exempt</b>
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### **GENERAL PURPOSE**

Provides administrative assistance and clerical support to the City Clerk by performing a wide range of complex, technical, accounting and financial duties as they relate to the City Clerk’s office.

### **SUPERVISION**

The Deputy City Clerk is a full-time salaried and exempt position under the supervision and direction of City Clerk/Finance Manager. Full-time hours are Monday through Friday, 8:00 am to 4:30 pm located at City Hall. Occasional evening and weekend work may be required as job duties demand.

### **ESSENTIAL FUNCTIONS**

- The functions listed describe the primary purpose of this job. Specific duties or tasks may vary and be documented separately. The employee might not be required to perform all functions listed. Additional duties may be assigned, and functions may be modified, according to necessity.
- All assigned duties or tasks are deemed to be a part of the essential functions, unless such duties or tasks are unrelated to the functions listed, in which they are deemed to be other (non-essential) functions.
- Employees are held accountable for successful job performance. Job performance standards may be documented separately, and may include functions, objectives, duties or tasks not specifically listed herein.
- In performing functions, duties or tasks, employees are required to know and follow safe work practices, and to be aware of City policies and procedures related to job safety, including safety rules and regulations. Employees are required to notify supervisors upon becoming aware of unsafe working conditions.
- All functions, duties or tasks are to be carried out in an honest, ethical and professional manner, and to be performed in conformance with applicable City policies and procedures. In the event of uncertainty or lack of knowledge of City policies and procedures, employees are required to request clarification or explanations from superiors or authorized City representatives.

### **Financial Tasks- General Ledger Fund Accounting, Accounts Payable & Payroll:**

- Monitors daily bank transactions, balances daily payments of checks, credit card, online payments, electronic deposits, and bank transfers to ledgers and generates daily receipt reports
- Responsible for timely, accurate payment of authorized invoices, payables and claims as approved by City Council through accounting software by generating manual checks, Automated Clearing House payments, bank drafts and electronic fund transfers.
- Generates transaction registers, reviews uncashed checks, produces reports for payables and scans processed payments into accounting software
- Maintains employee payroll files in strict confidentiality and provides customer service to employees and vendors
- Utilizes accounting software to compile, verify and enter payroll data from timesheet software
- Generates electronic payments to employees and vendors and processes W4s in an accurate and timely manner and maintains documentation in accordance with the Records Retention Policy
- Creates regular reports and correspondence for IPERS, taxing bodies and other agencies
- Participates in annual audits by retrieving data and documents.

**Customer Service & Administrative Tasks:**

- Receives a variety of requests for services, questions, comments and concerns via phone calls, emails, social media inquiries, walk-ins and distributes to appropriate personnel in a professional and courteous manner.
- Performs notary public services to public and City-related documents.
- Helps to coordinate office operations of the City.
- Develops and maintains various administrative forms, procedures, and administrative tasks involving providing excellent customer service.
- Processes & records various legal documents, forms and correspondence such as agendas, minutes, public hearings and bid notices
- Files, records and publishes ordinances and resolutions of the City Council and updates City Code books and other statutory policies
- Assists with maintenance of records relating to adopted ordinances, approved resolutions, recorded deeds and easements, and various agreements and contracts as specified in the Record Retention Policy
- Administers the issuance of Alcoholic Beverage Licensing, Cigarette/Tobacco/Nicotine/Vapor Permits, Contractor Tax Exempt Certificates and others as needed.
- Provides public records and responds to Freedom of Information Act/Open Records Requests
- Provided technical assistance and support to City Clerk/Finance Manager and serves as back up for all City Clerk/Finance Manager functions in their absence.
- Supports the Parks & Recreation Department by managing registrations and reservations, handling invoices, and performing administrative tasks.

**PERIPHERAL DUTIES**

Serves as backup in the absence of Billing Clerks and City Clerk, including occasional attendance at City Council or other Board meetings.

Adheres to finance and accounting internal controls procedures.

Operate a vehicle to perform errands as needed.

Shall maintain confidentiality and security of all records and information.

Demonstrates continues effort to improve operations and efficiencies while working continuously and independently under general supervision of City Clerk/Finance Manager.

Other duties as assigned by the City Clerk/Finance Manager and/or City Administrator.

**DESIRED MINIMUM QUALIFICATIONS**

Additional qualifications may be specified and receive preference depending upon the nature of the position.

**Education/Experience:**

- Associate's Degree in Business Management, Public Administration, Accounting, or other closely related field. Qualifying years of job-related experience may be considered as an equivalent to be interchanged with required education.
- Three years of responsible experience in office management, business, financial or accounting related experience. Municipal experience preferred.
- Ability to obtain Certified Municipal Clerk certification within five (5) years of employment.

**Competencies (as demonstrated through experience, training, and/or testing):**

- Working knowledge of modern office practices, procedures, equipment and work in a safe manner without presenting a direct threat to self or others

- Must possess the ability to read, understand, and follow oral and written instructions in English, and to communicate clearly and effectively in writing with appropriate grammar and spelling, as required to perform assigned job duties
- Establish and maintain cooperative working relationships with City management, officials and employees
- Gather pertinent facts and statistics, and report research findings and recommendations in a clear, complete and logical manner.
- Ability to complete daily, weekly, bi-monthly, monthly, semi-annual, and annual tasks according to work schedules and other time constraints using independent initiative and judgment to establish priorities for own workload
- Learn job-related material through structured lectures and reading, or through oral instruction and observation either in person in a classroom setting, on the job training or remote electronic instruction.
- Maintain confidentiality of all customer and personnel information.

**TOOLS AND EQUIPMENT USED:**

Computer, laptop, keyboard, ten key calculator, telephone/smart phone, copy/scanner/fax machine and other tools, machines, and equipment typically used in a modern office setting.

**PHYSICAL/MENTAL DEMANDS:**

With or without reasonable accommodation, requires the physical and mental capacity to perform effectively all essential functions. While performing the duties of this position, the employee is frequently required to sit, talk or hear, use hands to finger, handle, feel or operate objects, tools or controls; occasional reaching with hands and arms, stooping, kneeling and crouching. Frequent lifting and/or moving up to ten pounds and occasionally up to 25 pounds. Close vision, distance vision, and ability to adjust focus.

**SPECIAL REQUIREMENTS:**

- Must be bondable
- Must be able to become a Notary Public.
- Must possess a valid Driver's License for any City-related driving
- Must pass a criminal background check
- Must pass pre-employment drug and alcohol testing

**Classification:**

This classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change over time.

1. *Marginal functions of positions that are incidental to the performance of fundamental job duties have been excluded from job descriptions.*
2. *All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.*
3. *Job descriptions in no way state or imply that the description includes every duty to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.*
4. *The City reserves the right to change or reassign job duties or combine positions at any time.*