

City of Vergas Job Description

POSITION TITLE:	Deputy Clerk
DEPARTMENT:	General Government
SUPERVISION RECEIVED:	Clerk/Treasurer
SUPERVISION EXERCISED:	None
FLSA STATUS:	Part Time (24 hours a week) Non-exempt
Date of Latest Revision:	TBD

Position Summary:

The position is a combination of front desk receptionist and assistant to the various city-wide functions and programming in collaboration with the City Clerk Treasurer. Provides administrative/clerical/secretarial support for the council, advisory bodies and city departments. In absence of the City Clerk/Treasurer assumes his/her duties to maintain municipal business and operations.

Essential Functions of the Position

1. Administrative Duties:

Assist with multi-department functions and forwards information to appropriate recipients and tracks paperwork and work deadlines.
Support record management to ensure city documents are up to date and maintained.
Prepare the Event Center rental contracts; managing the scheduling and providing tours to patrons. Schedules posts for electronic sign.
Post and publish notices, ordinances, and resolutions as required.
Prepare meeting agendas and preparation of working documents needed for meeting proceedings. Transcribes and distributes meeting minutes as directed by the City Clerk Treasurer.
Gather information for the preparation of the monthly city newsletter and manages newsletter distribution.

2. Accounting/Billing:

Collect and monitor utility billing, payment of late bills, shut off notices, and establishment of payment plans.
Prepare and deliver the daily bank deposits.
Assist the City Clerk Treasurer in the preparation of financial reports.

3. Receptionist/Front Desk:

Answer the City phones and provide information and assistance to the public, council, and board members.
Prepare and issue licenses and permits as outlined in the City Fee Schedule.
Pick up and deliver city mail and distribute the mail to the appropriate council and department mailboxes.
Address calls and walk-in requests and processes response to inquiries and complaints.
Represent the City of Vergas in a courteous and professional manner whether in person, phone, or correspondence.

4. Computer Applications:

Performs office automations and document processing; assisting the Clerk/Treasurer and elected officials.

Updates utility and accounting programs as directed and posts daily utility payments and other receipts and associated review reports.

Maintains the city web site ensuring timely and accurate information and communications.

5. Miscellaneous Duties:

Maintain the physical environment of the City Office, which includes dusting desks. and other surfaces, cleaning windows, vacuuming, and removal of trash.

Maintain city communications posted on the community bulletin board, electronic sign, and city newsletter.

Supports the development of event marketing materials.

Performance Criteria

- Demonstrates effective communication skills and interpersonal interactions with positive rapport with the council, city employees and public.
- Proficiency in recording meetings both in person and by recording.
- Proficiency in performing mathematical calculations specific to job duties.
- Ability to comprehend instructions and execute the preparation of correspondence and reports.
- Demonstrates organizational skills and ability to prioritize and address multiple work needs and results in a timely manner.
- Working knowledge of general office equipment and computers; and the associated applications.
- Independent in completing assigned work in a timely manner; managing time and meeting deadlines.
- Flexibility to adjust work hours as needed to meet City work needs and to open and close municipal facilities.

Minimum Qualifications

- High school diploma or equivalent
- Two years experience in a general office position
- Proficiency with computer applications and use of Microsoft Office Suite
- Knowledge of office procedures, filing systems, record keeping, and accounting procedures
- Proficiency in reading, interpreting, and communicating procedures and policies.
- Demonstrated ability in customer service and employee relations.

Desirable Qualifications

- Vocational or business school training
- Two years of accounting or bookkeeping experience
- Proficiency with computer applications and use of Microsoft Office Suite; word, excel, and power point.
- Experience in utility operations and billing
- Experience in coordinating and managing the financing of varied municipal functions.

Special Working Conditions

Work is light to moderate, requiring sitting for extended periods, and variably frequent rising, walking, standing, and bending. This position is required to have hand and arm dexterity adequate to allow for extensive use of keyboards, to talk and hear with enough proficiency to allow for communicating by phone or in person and to have adequate vision to accommodate frequent viewing of computer screens and printed reports. This position requires lifting and/or moving up to 10 pounds frequently, and infrequently lifting or moving up to 25 pounds. The noise level is usually low to moderate.

The work environment and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The functions, criteria, and qualifications are intended only as an illustration of various types of work performed and are not all inclusive. The job description does not constitute an employment agreement and is subject to change as the needs of the City and the requirements of the position change.