

**JOB TITLE: DEPUTY CLERK**  
**SUPERVISOR: CITY CLERK-TREASURER**  
**EFFECTIVE DATE: \_\_\_\_\_**

## **DESCRIPTION OF WORK**

General Statement of Duties: Work involves keeping accurate records of water/sewer billings, customer service, and clerical work involving governmental accounting and reporting. Assists the City Clerk—Treasurer in any duties as may be assigned.

Supervision Received: Works under the general and technical supervision of the City Clerk-Treasurer.

Supervision Exercised: None.

## **AREAS OF RESPONSIBILITIES OR TASKS**

Attend council meetings during the absence of the City Clerk and take minutes of the meeting.

Sign checks during the absence of the Clerk—Treasurer.

\*Provide service or information to the public when requested.

\*Processes bimonthly water/sewer bills; updates name and address changes; and maintain records of customer charges.

Assist Clerk—Treasurer with payroll, payroll deductions, payroll records and reports, etc.

Assist Clerk—Treasurer with accounts payable and receivable transactions and posts information to journals, verifies account information and generates checks for bill payments.

Performs duties of City Clerk-Treasurer in his/her absence.

Performs other duties when assigned by City Clerk—Treasurer or when necessary.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

\*Considerable knowledge of English, spelling, arithmetic and vocabulary.

\*Considerable knowledge of modern office practices and procedures, and of standard office and accounting equipment. Working knowledge of municipal operation and organization, or the ability to acquire such knowledge in a relatively short period of time.

Working knowledge of city ordinances and other requirements governing municipal operations or the ability to acquire such knowledge in a short period of time.

\*Knowledge of the principles and practices of governmental accounting and payroll administration.

\*Considerable ability to communicate well, both orally and in writing.

\*Considerable ability to establish and maintain effective working relationships with other employees and the general public and to deal with public relation problems courteously and tactfully.

\*Considerable ability to operate various office equipment, including but not limited to, computer, copier, calculators and typewriters.

\*Considerable ability to enter data into a computer with accuracy.

\*Considerable ability to maintain confidentiality of communications, documents, and other matters.

\*Considerable ability to operate a telephone, hear and understand callers and respond orally with appropriate information.

\*Considerable ability to read and understand computer screens and written documents containing personnel, legal, and financial information.

\*Considerable ability to use fine motor skills to operate computer keyboards.

Working ability to make decisions in accordance with established policies and procedures.

Working ability to maintain records and to prepare reports from such records.

**Note: Asterisked items are essential to the job.**