



Deputy City Clerk

The City of Clarion, IA (pop. 2,850) is seeking to fill the position of Deputy City Clerk. Position provides administrative support to the City Administrator, Mayor, Council, and other city staff, boards, and commissions. Responsible for payroll, accounts receivable, official records, informing the public of city policies and procedures, and preparing council meeting minutes. Three to 5-years bookkeeping/accounting experience, preferably in municipal accounting, required along with strong organizational and secretarial skills. Excellent benefit package. Salary range of \$32,000-\$36,000 depending upon experience and qualifications with benefits. Call **515-532-2847** for more information. Send cover letter, resume, and application to Clarion City Hall, P.O. Box 266, Clarion, IA 50525 or email Jordan at jcook@clarioniowa.gov or Lisa at lhanson@clarioniowa.gov. Qualified applications accepted until position filled.

DEPARTMENT: Administration Department
REPORTS TO: City Administrator
FLSA: Non-Exempt

Essential Duties: Performs accounts receivable, maintains utility customer records, and provides administrative assistances to the Mayor, City Administrator/Clerk and Treasurer.

Examples of Routinely Performed Tasks:

1. Monthly utility billing, including but not limited to oversight & maintenance of meter readings, maintenance of billing system, coordination with City meter reading personnel, preparing & sending bills, receiving payments, answering questions, coordinating late notices, preparing shut-off notices, and coordinating shut-offs.
2. Biweekly payroll, including but not limited to receipt & review of time cards, receipt & processing of time-off notices and related coordination with City Administrator, accurate preparation & filing of official payroll records & reports, and ensuring proper handling of entire process in compliance with related programs and state & federal laws.
3. Serves as receptionist and first point of contact for the general public.
4. Diplomatically receives comments and complaints from the public and efficiently routes them the appropriate department.
5. Serves as the office administrative assistant and assists City Administrator/Clerk and department heads as directed in preparing paperwork or coordinating other matters.
6. Maintains & updates the electronic bulletin board, city website, Facebook page, and office calendar.
7. Assists City Clerk in various duties as directed, including processing of Council proceedings, official documents and maintaining official records.
8. Advises City Administrator and City Clerk on improving processes and other areas where efficiencies can be realized.
9. **Attends training and seminars to maintain proficiency and certifications.**

10. Serves as City Clerk in Clerk's absence, including attending Council meetings and taking minutes, as needed.
11. Handles a variety of miscellaneous office tasks, including posting of receipts; general maintenance of cash-receipting system; and processing mail.
12. Performs other assigned duties as deemed necessary or as required.

Knowledge, Skills, and Abilities: Individual must possess the following knowledge, skills, and abilities, or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities. The individual must also be physically able, with or without the aid of mechanical devices, to safely perform the essential functions of the job.

1. Knowledge of accounting principles, practices, and procedures, including governmental or municipal fund accounting.
2. Attend educational meetings and conferences as needed to stay current with applicable laws.
3. Knowledge of basic math and bookkeeping, and ability to accurately calculate totals and percentages.
4. Knowledge of office practices, principals, and equipment; business English, spelling, and grammar; and office equipment and filing systems and procedures.
5. Strong time management and interpersonal skills.
6. Strong computer literacy, strong oral and written communication skills and experience in an office environment.
7. Ability to understand, read, write, and speak effectively the English language.
8. Ability to maintain a clean work environment and be highly organized and time conscious.
9. Ability to interact with the public tactfully and courteously and possess a positive and professional demeanor.
10. Ability to be a self-starter and work well with limited supervision.
11. Ability to effectively express ideas verbally and in writing; to prepare written reports which are informative, accurate, and comprehensive.
12. Ability to establish and maintain positive working relationships with the City Clerk, City Administrator, Mayor, City employees and the general public.
13. Ability to solve problems and make quality decisions, when necessary in consultation with supervisors.
14. Ability to effectively use computers, copiers, typewriters, telephones, and motor vehicles.
15. Proficient in common office software and able to learn, understand & maintain financial/billing software programs.
16. Ability to be cross-trained to perform City Clerk's duties in Clerk's absence.
17. Ability to perform minimally physically demanding work.
18. Ability to effectively communicate with City Hall staff and departments- electronically, by telephone, in writing and in person.
19. Ability to converse, using verbal and listening skills, with citizen customers, vendors, staff and supervisor.

Work Environment: Inside office work performed under controlled conditions, but with occasional humidity, poor ventilation and noise. Occasional climbing, stooping, reaching, lifting, pushing, pulling, carrying, and handling objects and materials.

Job Requirements: Must possess a high school diploma or GED **with** a post high school degree or course work in accounting and/or bookkeeping; and/or an equivalent combination of accounting/bookkeeping experience and training that provides the knowledge, skills, and abilities necessary to perform the essential functions of the position. Must obtain Certified Municipal Clerk designation within five years of employment & maintain throughout employment with City. Must be bondable and an Iowa Notary. Must possess and maintain a valid Iowa driver's license.

Disclaimer: All duties and requirements in this job description have been determined by the employer to be essential job functions consistent with ADA requirements and are representative of the functions that are necessary to successful job performance. They do not, however, reflect the only duties required. Employees in this job class will be expected to perform other job-related duties when it can be reasonably implied that such duties do not fundamentally change the basic requirements, purpose or intent of the position.

Employee Signature:

Date: