



ASSISTANT CITY CLERK

Job Description

Approved: 8/8/2022
Last Revised: 7/28/2022

I. IDENTIFYING INFORMATION			
JOB TITLE:	Assistant City Clerk	WORK/PAY STATUS:	Full-Time, Hourly
SUPERVISOR:	City Administrator	FLSA STATUS:	Non-Exempt
DEPARTMENT HEAD:	City Administrator	UNION STATUS:	Non-Union
DEPARTMENT	Administration	PAY GRADE:	TBD
CORE WORK HOURS:	Per City Policy	WORK SCHEDULE:	Discretionary

II. PURPOSE AND STATEMENT	
PURPOSE & NATURE OF WORK:	Primary receptionist and initial point of contact for residents. This includes answering phones and in-person requests for information, taking messages, greeting, and referring citizens to proper sources, responding to a variety of requests. Assist City Administrator in various day-to-day functions. Coordinates utility billing, permitting, accounts payable, accounts receivable, and St. Olaf Lake Lifeguard and swimming programs.

III. ORGANIZATIONAL RELATIONSHIPS	
Reports to:	City Administrator
Works closely with:	City Administrator, Police Chief, Police Officer, Maintenance Lead, Maintenance Worker
Communicates with:	
Internally:	City Administrator, and all other city staff and volunteers
Externally:	Citizens
Supervises:	Lifeguards

IV. DELEGATION OF AUTHORITY	
AUTHORITIES & CURRENT APPOINTMENTS	

V. ESSENTIAL FUNCTIONS	
<i>The left column lists the position's major areas of accountability and core responsibilities/key priorities. The right column specifies recurring duties. All are essential. The list of recurring duties is not exhaustive. All duties, tasks, and subtasks that can be logically inferred are not specified. Other duties and task may be assigned, by the position's Supervisor, according to City needs.</i>	
ADMINISTRATIVE	<ul style="list-style-type: none"> a. Receive and Distribute mail to appropriate department b. Respond to emails regarding citizen request or requests for city information c. Respond to messages left for city staff via voice mail system d. Compile monthly city newsletter e. Room/facility rental scheduling (St. Olaf Lake Pavilion, Community Room) f. Update Website g. Office Supply ordering h. Attend council meetings as requested when City Administrator is unable to i. Assist City Administrator with year-end audit including backing up files and reporting j. Prepare city-wide garage sale, community garden and city-wide clean up information

V. ESSENTIAL FUNCTIONS (cont.)	
ACCOUNTS PAYABLE / ACCOUNT RECEIVABLE/ ACCOUNTING	k. Scan and code bills into fund accounting l. Print and mail checks weekly m. Receive/Enter Cash receipts into POS system n. Prepare and make bank deposits o. Conduct bank reconciliation p. Assist with ambulance billing, statements and collections
UTILITY BILLING	q. Process/Mail utility bills r. Receive/Enter Utility bill payments including transferring PSN data s. Import Utility billing transfers into fund accounting t. Respond to past due utility bills and complete warning and shut off notices u. Calculate penalties for past due utility bills v. Download Utility accounts into meter reader for Maintenance Staff to read meters w. Bulk-water Invoice processing
PERMITS/LICENSING	x. Receive/Process/File Building permits y. Receive/Process/File Zoning Permits z. Receive/Process/File Right-of-way permits aa. Receive/Process/File Golf Cart Permits bb. Receive/Process/File Animal Licenses cc. Receive/Process/File Solicitation Permits dd. Prepare/Receive/Process/File Annual Rental Licenses
REPORTING	ee. Building permit quarterly and annual reports ff. Assessment notices quarterly and annually
ST. OLAF LAKE	gg. Oversee St. Olaf Lake lifeguard and swim lesson program hh. Oversee lifeguard training and scheduling ii. Swimming lesson registration

VI. OTHER DUTIES & RESPONSIBILITIES
➤ Performs other duties as directed by the City Administrator or apparent to the incumbent

VII. REQUIRED KNOWLEDGE, SKILLS, and ABILITIES		
Knowledge of; <ul style="list-style-type: none"> Advanced office support functions Report and record keeping principles and practices Filing principles and methods City services, operations, and procedures 	Skill in; <ul style="list-style-type: none"> Communicate effectively both orally and in writing with elected officials, city staff and the public 	Ability to; <ul style="list-style-type: none"> Exercise sound judgment and make independent decision in accordance with established departmental policies and procedures Analyze, organize, and review work for efficient results and accuracy Handle a multitude of diverse tasks simultaneously while maintaining an attention to detail for the purpose of assuring accuracy in task performance Lift/manipulate objects up to fifty (50) pounds such as office equipment, files

VIII. MACHINES, TOOLS & EQUIPMENT
Machines, tools, and equipment regularly used: Personal computer and peripherals, various software applications (Accounting, word processing, spreadsheets, etc.), telephone/cell phone, copy and fax machines, and other typical office equipment.

IX. MINIMUM HIRING REQUIREMENTS

Includes pre-requisite training, experience, licenses/certifications, KSAs, and other credentials for applicant to be qualified for further consideration in hiring process. An equivalent combination of education and experience may be considered during the hiring process and in a promotional context.

For Use In Hiring and Promotions	<ol style="list-style-type: none"> 1. High school diploma or equivalent 2. One to two years of clerical experience and office software 3. Bookkeeping/Quicken/QuickBooks experience
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X. PREFERRED QUALIFICATIONS (not all-inclusive)

Additional preferred qualifications and job-related characteristics-referenced elsewhere in this job description and other job documentation – might be used in the evaluation of applicants, candidates, and/or finalists during an open, competitive hiring process and in a promotional context.

For Use In Hiring and Promotions	<ol style="list-style-type: none"> 1. Associates degree in office administration, business administration, or public administration 2. 2 years of experience in public administration office setting
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XI. WORKING CONDITIONS (summary only)

Includes characteristics related to both the job itself and the work environment as the work is currently performed by the incumbent employee. Changes or adjustments to the job and work environment, not including the position's essential functions, may be permitted to comply with federal and state disability laws.

	<p>Works is performed in typical office environment with travel within/without the city to observe projects and attend meetings. Operates either personal or City vehicle for regular transportation needs. Sits for extended periods of time. Noise in workplace is usually quiet but may be exposed to louder noises at work sites. Uses near vision, ability to focus, sense of touch, and hearing. Uses fine and large motor movements at times.</p>
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Data Practices Notice for City Employees with Restricted Access/Use Privileges

You will have access to privileged data (either private or confidential data on individuals or nonpublic or protected nonpublic data not on individuals) during the course of your employment with the City. You are expected to access and use – with proper safeguards & security measures- only the data necessary to complete specific work duties or work assignments and to do so in full compliance with City policies & procedures and state statutes. You should also take responsible actions to ensure the data are not viewed or accessed by individuals without a legitimate work reason. Once the work reason to access the data is reasonably finished, you must properly store the privileged data according to the provisions of Minnesota State Statutes, Chapter 13. (Note: Refer any questions to the City Administrator)