



CITY OF RUSTON, WA POSITION DESCRIPTION

TITLE: Assistant Clerk

DEPARTMENT: Administrative Services

REPORTS TO: City Clerk

STATUS: Non-Exempt

Hiring Salary Range: \$54,080.00 Annually + Benefits

About Ruston:

Located in the heart of the South Sound with sweeping views of Mount Rainier and Commencement Bay, the historic City of Ruston is an impressive destination where many want to live, work, play, and stay. The old industrial area, formerly known as the American Smelting and Refining Company (ASARCO), is now home to a developing community of mixed uses, including multifamily residential, the Silver Cloud Hotel, Century Theater, the Ruston Market, and other mixed uses.

Ruston has always had a deep-rooted sense of community and is currently home to about 1000 residents that enjoy small-town celebrations, charming, walkable neighborhoods amidst a grid of alleys and sidewalks that link to Point Defiance Park, Dune Peninsula, Pearl District, and Point Ruston.

SUMMARY

The Assistant Clerk is responsible for technical/clerical position requiring the operation of a computer for a variety of accounting, bookkeeping, and clerical tasks and assists in the maintenance of related fiscal records. The work is performed under the guidelines set by state statute, city ordinances, and the City's Mayor and is executed accordingly. Work requires the exercise of discretion and is performed with considerable independence with the framework of established policies. The Assistant Clerk is responsible in establishing and maintaining official permanent City records and files, and to provide assistance to the public, City staff and others, as needed. The Assistant Clerk also prepares and processes legal publications and documents and supports the Mayor and City Clerk with development of the City Council agenda and scheduling of City Council meetings. Other duties include general administrative support and back up to designated staff as needed. The Assistant Clerk is classified as a Fair Labor Standards Act (FLSA) non-exempt position.

ESSENTIAL JOB FUNCTIONS

An employee in this position is responsible for the following essential duties:

Utilities

- Collect and process payment from customers over the counter, through the mail, and from other collection sites.
- Make courtesy phone calls to customers for abnormal meter readings.
- Establish new customer accounts.
- Prepare work Orders for service connections, disconnects, and meter problems.
- Communicate with citizens and other City employees the necessary information regarding service, complaints, and other concerns.
- Perform a variety of clerical duties.
- Communicate closely with other City departments and the public.
- Perform data input on cycle billing, meter changes, and file maintenance.
- Post readings into the computer and make changes as are necessary to correct accounts.
- Prepare an assortment of printouts as necessary for the City, i.e., such reports include utility cutoffs, meter changes, and data analysis.
- Perform related tasks as required.

City Clerk

- Assist with all duties as prescribed by law for the City Clerk.
- Assist with scheduling, attend City Council meetings and provide reports or information as requested; develop City Council agenda under the direction of the City Clerk.
- Assist with the management and maintenance of ordinances, resolutions and proclamations and coordinates codification of municipal code.
- Assist in the preparation of City Council packets.
- Assist in the preparation and publication of public notices and other legal advertisements of notices. Coordinate publication with local newspaper, including dates and text of publication.
- Assist in scheduling City Council notice.
- Assist in the preparation of certified true copies, as necessary.
- Assist in serving as liaison to Pierce County Elections Office and Public Disclosure Commission. Provides information as required.
- Assist in administering the Oath of Office to City Council members, Police Officers and other board and commission members as needed.
- Assist in updating the Municipal Code book as needed.

Information Technology

- Assist the lead coordinator of the City's web site; Gather and coordinate City web page information with various departments to include technical design, editing, upgrades and applications maintenance; Review and maintain active web site contents.
- Coordinate delivery of information technology services by the City's IT contractor.

Records Management

- Oversee the design, development and implementation of City-wide records and information management program that complies with Federal and State laws.
- Work closely with departments to determine best business process for the systematic preservation of total life cycle of records using both manual and automated methods as required.
- Administer the function of public records disclosure, assisting the public in accessing records and information in compliance with the Public Records Act and City policy.
- Develop and administers the City's record retention and disposition schedules; preserve and protect the City's historical records and information.
- Coordinate records storage center and prepare destruction forms and records.
- Develop and implement improvements to the City's filing system.

Administrative Support

- Business License and Business Occupation processing support.
- Assist the City Clerk and other City staff with various projects as assigned.
- Coordinate updates for City calendar.
- Serve as Notary Public providing service to the City and the public.

EDUCATION AND EXPERIENCE

- High School Diploma/GED
- 5 Years of general office/clerical work experience is required.

Knowledge of:

- Modern office systems and technology including personal computer and related software;
- Technical and/or specialized functions, policies, and procedures of the function to which assigned;
- Business letter writing, email communications, and report preparation;
- English usage, spelling, grammar, and punctuation
- Advanced principles and procedures of record keeping and filing to include both hard copy and electronic;
- Principles of mathematics.

Ability to:

- Correctly interpret and apply the policies and procedures of the function to which assigned;
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities;
- Perform a variety of specialized clerical, office support work involving the use of independent judgment and personal initiative;
- Develop and compile information for a variety of reports;
- Train and direct other clerical personnel;
- Work independently;
- Operate a variety of office machines including a computer and appropriate software programs;
- Understand and carry out oral and written directions;
- Review and monitor a variety of budgetary/financial information;
- Perform mathematical calculations quickly and accurately;
- Remain current in emerging office methods, practices, procedures, and equipment;
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain cooperative working relationships with those contacted in the course of work;

- Operate tape and digital recording equipment;
- To be bondable must pass a background and credit check.

Other

- *Work within established guidelines, policies, and procedures.*
- *Regular and punctual attendance is an essential function.*
- *Involves attendance at evening meetings.*
- *All other duties that may be assigned.*

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to sit; use hands to manipulate, handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to stoop, kneel, crouch, crawl, and lift objects no heavier than 20 to 25 lbs.

The noise level in the work environment is usually moderate.

+++++ DISCLAIMER: Job profiles are not intended, nor should they be construed to be, an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions or similar behaviors, attributes or requirements associated with a job. A job profile is not a comprehensive job description.