

CITY OF DUNKERTON JOB DESCRIPTION

DEPUTY CLERK

TITLE: Deputy City Clerk

DEPARTMENT: City Hall

LOCATION: Dunkerton, IA

POSITION REPORTS TO: City Clerk

BRIEF OVERVIEW: The Deputy City Clerk assists the City Clerk in all administrative functions of the City.

QUALIFICATIONS:

1. Must have working knowledge of SimpleCity Accounting Software.
2. Must be familiar with ambulance billing terminology and procedures.
3. Must have working knowledge of Microsoft Word and Excel. Must be able to learn other software programs needed specifically for the job; must be able to type at least 40 WPM;
4. Must be able to operate essential equipment used on the job including but not limited to:
 - a. Computer and its essential programs
 - b. Printer
 - c. Copier
 - d. Scanner
 - e. Phone
 - f. Fax machine
 - g. Adding machine
5. Must have good organizational skills; must be a self-starter;
6. Must have good communication skills to interact with citizens and City officials;
7. Must be bondable;
8. Must be comfortable handling payments and have above average accuracy in financial record keeping; bookkeeping experience preferred;
9. Must be able to occasionally lift objects weighing up to 40 lbs and carry them up to five feet unassisted;
10. Must be able to sit, watch, talk and listen for prolonged periods;
11. This position has a moderate to high stress level; applicant must be able to multitask with constant interruptions and produce extreme accuracy and attention to detail; as well as deal with time constraints and manage projects in a timely manner;
12. Must have on the job experience in an office environment.

RESPONSIBILITIES:

The following responsibilities are essential tasks needed to perform the job functions of the position. This list is not all inclusive and other functions or tasks may be added as needed.

1. Open City Hall in the absence of the City Clerk for operation by 8 am each morning Monday through Friday; and work until 4:30 pm when necessary;

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2. Pick up mail and sort mail;
3. Check drop box in morning for payments and/or correspondence;
4. Answer phones and assist customers;
5. Make copies, send faxes;
6. Answer questions, listen to and process complaints;
7. Take messages and forward while maintaining necessary confidentiality;
8. Accounts Receivable: accept payments for services rendered; record receipts;
9. Make daily deposits for monies received;
10. Utility billing – enter utility receipts, update accounts as necessary, balance utility billing monthly
11. Utility Payment Agreements – in absence of City Clerk, review and if resident in good standing, may approve payment agreement.
12. Accounts Payable – enter invoices into software after department heads have reviewed and initialed
13. Assist City Clerk in maintaining customer account information;
14. Perform Data Entry
15. Create and type correspondence as needed;
16. Type meeting agendas, minutes in absence of City Clerk
17. Assist City Clerk in preparation of documentation packets for council members prior to council meetings, open and prepare City Hall for council meeting, take meeting minutes, and oversee proper procedures in the absence of the City Clerk
18. Assist City Clerk to ensure proper record retention pursuant to regulatory requirements and space limitations;
19. Coordinate communication between City Departments;
20. Ambulance Billing: record and receipt all payments, forward payment receipts to billing company; balance monthly (beginning balance plus any new receipts, minus any refunds, ending balance)
21. File paperwork and any variety of documentation to allow for efficient retrieval;
22. Perform inventory of office supplies and order as necessary
23. Sign for deliveries and distribute as necessary;
24. Organize and box records for storage per the record retention manual;
25. Have expired materials destroyed once resolution has been approved;
26. Work with/Coordinate with other departments' personnel such as Library Director, Public Works personnel, Fire Department Volunteers, Ambulance Volunteers, City Officials, Etc. as needed;