



The City of Slater is hiring:

Deputy City Clerk

Wage Range \$18.00 - \$24.00

Submit job application available on City's website and resume by August 1, 2025, to:

Jerry Moore

City Administrator

City of Slater

101 Story Street

Slater, IA 50244

Cityofslater@huxcomm.net

515-685-2531

About Us:

Slater, Iowa, is a vibrant and welcoming community with a population of 1,543 residents, located approximately 30 miles north of Des Moines and 15 miles south of Ames. Nestled in the heart of the Midwest, just off I-35 and Highway 210, Slater offers a small-town charm combined with a strong sense of community, a welcoming atmosphere, and extraordinary economic opportunity. Slater is known for its thriving and growing local business base, including Sievers Industrial Park, engaged citizens, and a proud tradition of community events. The city's active social calendar, including events like July 4th, Christmas on Main, Gather, and the Town Divided Tailgate, highlights the community's spirit and commitment to coming together. Slater has active residential growth, including the Trailside and Prairie Creek housing developments.

POSITION: Deputy City Clerk/Utility Billing Clerk

REPORTS TO: City Administrator
City Hall

FACILITY AND WORK AREA:

FLSA CLASSIFICATION: Non-exempt

JOB SUMMARY

Under general supervision of the Administrator, performs a wide variety of general office procedures necessary for efficient functioning of the City. Job entails utility billing, assisting the public, word processing, receptionist duties, data entry, accounts payable, payroll, assistance with budget, and other general clerical duties. Acts in the capacity of City Clerk when appropriate or as directed.

JOB FUNCTIONS

Examples of Essential Job Functions

1. Performs receptionist duties providing information and assistance to persons calling or entering City Hall. Is able to meet the public with a pleasant and professional demeanor.
2. Performs data entry, typing, filing and other clerical duties as directed; reviews information for completeness, enters information, and prepares reports. Is able to efficiently and effectively handle office procedures as assigned by the City Administrator.
3. Responsible for all facets of the City's utility billing including, but not limited to:
 - Maintain utility billing records and run monthly utility bills
 - Receive, process and deposit water bill payments in a timely manner
 - Instruct persons moving of required procedures
 - Prepares work orders to communicate with public works
 - Monitors accounts receivable and pursue past due accounts
4. Will assist the City Clerk as the custodian of city records, such as, City Ordinances, Resolutions, personnel records. Will review documents with the City Clerk and become familiar with the requirements for all publications.
5. Assists with city permits, applications, registrations, cemetery records and fees. Receives payments for aforementioned services and processes or forwards item accordingly.
6. Acts as the recording secretary for various Board & Council meetings including the development of agendas and council packets as needed.
7. Enters Account Payable and prepares payments to vendors. Assists with preparation of payment list for Council consideration as needed.

8. Proficient in all payroll and payroll related functions including timesheet calculation, ACH submission and monthly, quarterly and year end reports. Processes payroll as needed.
9. Assists with the operation of City programs including scheduling the use and rental of City facilities.
10. Maintain adequate office supplies as budgeted or directed by the City Administrator. Orders items for other departments as directed.
11. Updates the City's webpage, Facebook page and electronic sign board as necessary.

Other Job Duties

1. **Handles confidential and private information. Must be discreet, professional and an ambassador of the city at all times.**
2. Assists other City departments as directed.
3. Performs other duties as apparent or assigned.

PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS

Required Physical Activities: Sitting, Kneeling, Reaching, Fingering, Talking, Hearing, Walking, Repetitive Motions.

Visual Requirements: Corrected clarity of vision to 20/20 in at least one eye.

Environmental Characteristics: The work is performed primarily in an office environment. The job requires sitting for extended periods of time and the work may expose the employee to unpleasant social situations and significant work pace, pressure and irregular work hours. In extenuating circumstances work may need to be performed outside of the office.

Physical Characteristics of the Job: Sedentary work occasionally exerting up to twenty-five (25) pounds of force and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. May be required to assist in emergency situations and be asked to participate to the extent of abilities.

Equipment and materials used but not limited to: Computer hardware and software, general office equipment, 10-key adding machine, Code of Iowa, City Code of Ordinances, telephone, fax machine, copier machine.

EMPLOYMENT STANDARDS

Required Knowledge, Skills and Abilities

- * Ability to think logically and follow written, verbal or diagrammatic instructions using several abstract or concrete variables.
- * Ability to perform arithmetic calculations involving fractions, decimals and percentages.
- * Ability to make appointments and process mail, writing skills necessary to compose original correspondence and potential newsletter or website text; some knowledge of legal terminology; and have substantial contact with people.
- * Knowledge of modern office procedures and practices; ability to operate computer hardware and software in an efficient and effective manner.
- * Ability to establish and maintain an effective working relationship with supervisor, co-workers and the public; ability to handle a wide array of social situations including upset or irate patrons.
- * Ability to comprehend and implement departmental policies, routines and standard operating procedures.
- * Ability to address issues involving confidential and on occasion, emotionally charged information.

Education Training and Experience

Required Education:	Associate's degree or equivalent majoring in business, public administration or other related field.
Preferred Experience:	At least five years of related clerical or general office experience with preference given to work in a municipality or other position with high customer interaction
	Municipal Clerk's Certification

Required Special Qualifications

1. Shall be bondable