



EMPLOYMENT OPPORTUNITY

The City of Anamosa, Iowa is seeking a Deputy City Clerk.

The Deputy City Clerk must be organized, reliable, team-oriented, proficient at multi-tasking, and capable of performing a wide variety of administrative/clerical duties.

City of Anamosa
107 S. Ford Street
Anamosa, IA52205
Office: 319-462-6055
Fax: 319-462-6081
Web: www.anamosa-iowa.org

DEPUTY CITY CLERK

The City of Anamosa (pop. 5,450) is seeking a Deputy City Clerk.

The Deputy City Clerk must be organized, reliable, team-oriented, proficient at multi-tasking, and capable of performing a wide variety of administrative/clerical duties.

Anamosa operates under a Mayor-Council form of government with an appointed City Administrator. Anamosa is a full government service community with 7 departments including City Hall, Police, Fire, Streets, Public Utilities, Library, and Parks & Recreation.

Under the direct supervision of the City Administrator, the Deputy City Clerk is primarily responsible for processing and maintaining employee payroll/benefits, handling licenses and permits, performing clerical duties associated with the Planning and Zoning Commission and Zoning Board of Adjustment, maintaining cemetery operations and records, and assisting other personnel.

Required Qualifications:

- High school diploma or equivalency.
- Post high school education or experience in HR, accounting, business administration, finance, or related field.
- Two years of related employment experience in a similar position.
- Knowledge of HR, accounting, bookkeeping, and payroll.
- Proficiency in office procedures and practices.
- Must be able to work with confidential information.
- Ability to compile and analyze financial reports.
- Experience and good working knowledge of Microsoft Office.
- Strong verbal and written communication skills and ability to develop good relationships with the public and city employees.
- Must be able to attend evening meetings.
- Must be well organized and manage time and work schedules.
- US Citizen.
- Must have a valid Iowa driver's license.
- Shall be bondable.

Preferred Qualifications

- Associate's degree in HR, accounting, business administration, finance, or related field.
- Three years of related experience in a public organization serving a city with a population greater than 2,500.
- Knowledge of planning & zoning, permitting, and cemetery administration.
- Current IMFOA certification as a Municipal Clerk Associate or Finance Officer Associate.

Starting salary will be \$22.00-\$24.00 per hour DOQ/DOE.
(approx. \$45,760-\$49,920 per year)

Interested parties should submit resume, cover letter, and City employment application to Anamosa City Hall or via email to anamosa.employment@gmail.com.

Deadline to apply: Friday, September 26, 2025

For additional information please contact
Jeremiah Hoyt, City Administrator
Email: jeremiah.hoyt@anamosa-ia.org
Phone: (319)462-6055

The City of Anamosa is an Equal Opportunity Employer

City of Anamosa - Job Description

Full-Time

Identification

Position Title	Deputy City Clerk
Department	Administration
Immediate Supervisor	City Administrator

Job Summary

Under the direct supervision of the City Administrator. Responsible for processing and maintaining all payroll, insurance, and personnel records. Responsible for cemetery operations and records. Responsible for licensing, permitting, and maintaining licensing/permitting records. Responsible for administrative duties associated with the Planning and Zoning Commission and the Zoning Board of Adjustment. Performs additional administrative duties as directed. Maintains effective communication with the public, employees, and vendors (direct/electronic/phone). Process and work with confidential information and record keeping.

Principle Job Duties and Responsibilities

Payroll/Insurance/Personnel Records:

- Responsible for the processing of payroll and all associated reporting records for both payroll and employee personnel files.
- Responsible for the maintenance of the City employee's group insurances.
- Create a wage spreadsheet annually for reporting and newspaper publication purposes.

Planning & Zoning Commission/Zoning Board of Adjustment Duties:

- Perform administrative duties associated with the Planning & Zoning Commission and the Zoning Board of Adjustment.
 - Be familiar with zoning regulations and ordinances.
 - Provide assistance pertaining to development permits, rezoning and variances.
 - Preparation and publication of agendas and hearing notices according to public notice requirements
 - Send out notices to adjoining property owners.
 - Attend Planning & Zoning Committee and Zoning Board of Adjustment meetings, record accurate minutes of meetings, and maintain minute books for both Zoning entities.
- Assist Zoning and Building Administrator (City Administrator) as needed.

License & Permits:

- Distribute applications/billings for license & permit renewals.
- Prepare/distribute licenses & permits and provide information upon request.

- Process license & permit receipts.
- Maintain records & files of all businesses subject to license & permit fees.
- Maintain records of violations and transmit all documents pertaining to the disposition of these violations to the proper State Authorities.

Miscellaneous Duties:

- Assist the Utility Billing Clerk with utility billing duties.
- Assist the City Clerk with:
 - Monthly bank reconciliation
 - Central filing system and records retention.
- Assist the City Administrator with:
 - Maintaining city's online presence (i.e. Website, social media, etc.).
 - Preparing the council agenda, attending meetings, and recording minutes.
- Provide customer service via telephone, mail or directly, by furnishing requested information or, if necessary, by transferring to appropriate staff member or office.
- Provide internal support to City Administrator/Clerk and various departments within the city.
- Perform general clerical duties (i.e. copying, scanning, faxing, mailing and filing.
- Perform the general duties of the City Clerk when/if the Clerk is absent
(Note: The statutory obligations of the City Clerk shall be transferred to the City Administrator in the Clerk's absence).
- Perform other duties as assigned.

Physical and Environmental Conditions

Ability to transport self from building to building and to attend various functions and meetings at other sites either within or outside of the city. The physical demands and work environment conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job and are encountered while performing those essential functions. 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 regularly required to sit; use hands to finger, handle, or feel; and talk and hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to walk or stand. Specific vision abilities required by this job include close vision. The noise level in the work environment is usually moderate.

Required Education, Experience, and Certification

- High school diploma or equivalency.
- Post high school education or experience in human resources, accounting, business administration, finance, or related field.
- Two (2) years of related employment experience in a similar position.
- Knowledge of human resources, accounting, bookkeeping, and payroll principles.
- Proficiency in office procedures and practices.
- Must be able to work with confidential information.
- Ability to compile and analyze financial reports.
- Experience and good working knowledge of Microsoft Office.
- Strong verbal and written communication skills and ability to develop good relationships with the public and city employees.
- Must be able to attend evening meetings.

- Must be well organized and manage time and work schedules.
- US Citizen.
- Must have a valid Iowa driver's license.
- Shall be bondable.

Preferred Education, Experience, and Certification

- Associate's degree in human resources, accounting, business administration, finance, or related field.
- Three (3) years of related experience in a public organization serving a city with a population greater than 2,500.
- Knowledge of planning & zoning, permitting, and cemetery administration.
- Current IMFOA certification as a Municipal Clerk Associate or Finance Officer Associate.

Residency Requirement

Residency within Jones County is preferred but not required.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.



Employment Application

(PLEASE PRINT)

Qualified applicants are considered for all positions without regard to race, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job related medical condition or hardship.

Date of Application: _____

Position(s) Applying For: _____

Referral Source: ☐ Advertisement ☐ Friend ☐ Relative ☐ Employment Agency ☐ Other

Name _____
Last First Middle

Address _____
Number Street City State Zip Code

Phone Number (____) _____ Social Security Number _____
area code

Have you filed an application here before? Yes No Date _____

Have you ever been employed here before? Yes No Date _____

Are you currently employed? ☐ Yes ☐ No

Are you a citizen of the United States? ☐ Yes ☐ No If not, do you possess an Alien Registration Card? ☐ Yes ☐ No

If not, do you possess an Alien Registration Card? ☐ Yes ☐ No If yes, give Registration Number _____

Are you available to work? ☐ Full Time ☐ Part Time ☐ Temporary ☐ Regular

Are you on lay-off and subject to recall? ☐ Yes ☐ No

Can you travel if a job requires it? ☐ Yes ☐ No

Do any of your friends or relatives, other than your spouse, work for the City of Anamosa? ☐ Yes ☐ No

If yes, list name(s) _____

Have you been convicted of a misdemeanor or felony within the last 7 years? ☐ Yes ☐ No

If yes, please explain _____

Have you ever been convicted of a moving traffic violation in the last 3 years? ☐ Yes ☐ No

If yes, please explain _____

Employment Experience

List each job held. Start with your Present or Last job. Include military service assignments and volunteer activities.

Employer	Dates		Work Performed
	From	To	
Address			
Job Title	Hrly. Rate/Salary		
	Start	Final	
Supervisor			
Reason for Leaving			
Employer	Dates		Work Performed
	From	To	
Address			
Job Title	Hrly. Rate/Salary		
	Start	Final	
Supervisor			
Reason for Leaving			
Employer	Dates		Work Performed
	From	To	
Address			
Job Title	Hrly. Rate/Salary		
	Start	Final	
Supervisor			
Reason for Leaving			

If you need additional space, please continue on a separate sheet of paper.

Give name, address and phone number of three references not related to you.

1. _____

2. _____

3. _____

Military

Are you a veteran of the U.S. military service? ☐ Yes ☐ No

If yes, what was your Branch of U.S. military service? _____

Education

	Elementary	High School	College/University	Graduate/Professional
School Name				
Years Completed: (Circle)	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree				
Describe Course of Study				
Describe Specialized Training, Apprenticeship, Skills, and Extra-Curricular Activities.				

Honors Received: _____

Summarize your office experience. List specific duties and responsibilities. List finance experience and also computer office software that you have had training and/or experience using (i.e. Excel, Word, Powerpoint, etc.). Outline tasks that you performed using the various software. Explain office experience that you have had dealing with filing, organizing, and contact with the public. If necessary use the back side of this page.

ADDITIONAL INFORMATION

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Specialized Skills

_____ PC	_____ MS Office Professional	_____ MS Outlook
_____ Excel_	_____ Word	_____ Access
_____ Power Point	_____ Calculator	_____ Fax
_____ Email	_____ Internet	

State any additional information you feel may be helpful to us in considering your application.

AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

I, _____, do hereby authorize a review of and full disclosure of all records concerning myself to any duly authorized agent of the City of Anamosa, whether the said records are of a public, private or confidential nature, including criminal histories. The intent of this authorization is to give my consent for full and complete disclosure of records of educational institutions; financial or credit institutions, including records of loans, the records of commercial or retail credit agencies (including credit reports and/or ratings) and other financial statements of records whenever filed; medical and psychiatric treatment and/or consultation, including hospitals, clinics, private practitioners, and the U.S. Veteran's Administration; employment and pre-employment records, including background reports, efficiency ratings, complaints or grievances filed by or against me; and the recollections of attorneys at law, or of other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had an interest.

I understand that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for employment by the City of Anamosa. I also certify that any person(s) who may furnish such information in good faith concerning me shall not be held accountable for giving this information; and I do hereby release said person(s) from any and all liability which may be incurred as a result of furnishing such information. I further release the City of Anamosa from any and all liability which may be incurred as a result of collecting such information.

I HEREBY SWEAR AND AFFIRM THAT EACH STATEMENT AND ALL INFORMATION IN OR SUPPLEMENTING THIS APPLICATION (PERSONAL AND PHYSICAL EVALUATION) ARE COMPLETE, TRUE AND ACCURATELY RECORDED TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT PROVIDING FALSE, MISLEADING AND/OR INCOMPLETE INFORMATION ON THIS APPLICATION IS GROUNDS FOR EXCLUSION FROM THE SELECTION PROCESS OR DISCHARGE IF DISCOVERED SUBSEQUENT TO EMPLOYMENT.

A photocopy and/or fax of this release form will be valid as an original thereof, even though the said photocopy/fax does not contain an original writing of my signature.

I have read and fully understand the contents of the "Authorization for Release of Personal Information".

Signature of applicant:

Date:

The City of Anamosa is an equal opportunity employer.

City of Anamosa—Applicant's Statement

I certify that answers and information given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active a period of time not to exceed 60 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "*at will*" nature, which means that the Employee may resign at any time and the Employer may discharge employee at any time with or without cause. It is further understood that this "*at will*" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview _____ Yes _____ No

Remarks _____

Employed _____ Yes _____ No

Date of Employment _____

Job Title _____ Dept. _____

Hourly/Salary Rate _____

By:

Name and Title

Date