



**The City of Mitchellville Iowa invites applications for the position of:
Deputy Clerk**

Salary Range: \$21/hour

Open Date: May 8, 2026

Close Date: May 17, 2026

Information

Candidates must complete a City of Mitchellville application, provide a resume, & cover letter.

Principle Duties and Responsibilities

The City of Mitchellville is accepting applications for the position of **Full Time Deputy Clerk**. This position performs a variety of administrative, clerical, customer service, and financial duties in support of city operations and assists the City Clerk with daily municipal functions.

Ideal Candidate

The ideal candidate will be a dependable, hard-working team player with a positive attitude and strong initiative. This individual should be willing to assist where needed, work collaboratively with coworkers and department heads, and contribute to a supportive office environment. The successful candidate must be able to work independently, take initiative without constant direction, remain flexible in a fast-paced setting, and approach challenges with professionalism and a solution-oriented mindset

Qualifications

- High school diploma or equivalent required.
- Previous clerical, administrative, bookkeeping, or municipal office experience preferred.
- Experience with utility billing, customer service, cash handling, or records management preferred.
- Strong computer skills including Microsoft Office applications.
- Professional communication skills with the public and city staff.
- Maintain active Notary Public certification or ability to obtain certification.

Desired Skills

- Strong organizational skills and attention to detail
- Commitment to providing excellent public service
- Ability to remain professional in all situations
- Strong problem-solving and critical-thinking abilities
- Adaptability and flexibility in a fast-paced environment
- Ability to multitask and prioritize responsibilities effectively
- Positive interpersonal and communication skills
- Ability to interact professionally with residents, staff, and elected officials
- Ability to work independently with minimal supervision
- Strong teamwork and collaboration skills
- Self-motivated with the ability to take initiative

Essential Duties and Responsibilities

- Answer incoming telephone calls and assist the public with questions and requests.
- Prepare and process utility invoices and payments.
- Assemble and process daily deposits and receipts.
- Create and distribute work orders for city departments.
- Maintain cemetery records and related documentation.
- Coordinate special event permit packets and ensure departmental review and approvals.
- Prepare and distribute welcome packets for new residents and utility customers.
- Prepare and maintain fuel tax refund reports and documentation.
- Assist with offset program procedures for delinquent utility accounts.
- Manage city social media posts, Nixle notifications, and public event signage.
- Review invoices and submit documentation for payment processing.
- Process and mail vendor payments and city correspondence.
- Maintain confidentiality and organize detailed records.
- Records retention, meeting preparation, and general office operations.
- Frequent coordination with other departments.
- General office duties and assist with cleaning.
- Participate in training.
- Council meeting tasks and attendance.
- Perform all other duties as assigned which may include helping other departments.

Application Process

Applications will be accepted through the required 10-day posting period. Applicants must submit:

- City of Mitchellville Employment Application
- Resume
- Cover Letter
- References

Applications may be submitted to:

City of Mitchellville
204 Center Avenue North
Mitchellville, IA 50169

Or email to: Clerk@mitchellville.org

For questions regarding the position, contact City Hall at (515) 967-2935

Applications are available:

- In person at City Hall
- By email request
- On the City website: mitchellville.org

DISCLAIMER

All duties and requirements in this job description have been determined by the employer to be essential job functions and are consistent with ADA requirements and are representative of the functions that are necessary to successful job performance. They may not, however, reflect the only duties performed. Employees in this job class are expected to perform other job-related duties when it can be reasonably implied that such duties do not fundamentally change the basic requirements, purpose or intent of the position. The City of Mitchellville is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

Iowa Code Chapter 35C – Veterans Preference in Public Employment:

The City provides preference for qualified veterans and eligible spouses in accordance with Iowa law. Applicants claiming veterans' preference must provide required documentation at the time of application as specified by Iowa Code Chapter 35C.