Deputy Clerk/Treasurer – City of Hamburg

The City of Hamburg is seeking a dependable, organized, and detail-oriented individual to serve as Full-Time Deputy City Clerk. Under direction of the City Clerk, this position provides financial, administrative, and clerical support to the City Clerk and assists with the daily operations of city government. The Deputy City Clerk helps maintain accurate financial and municipal records and assists with official reporting and compliance with Iowa Law. The Deputy Clerk performs utility billing, assists residents with questions and requests, supports city council meetings and municipal activities, and performs general office duties.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Communication and customer service skills

Math skills and proficiency in Microsoft Word and Excel

Computer literate and comfortable troubleshooting minor computer issues

Ability to work independently to learn new concepts and keep abreast of legislative changes

Ability to problem solve and adjust to shifting priorities

ENTRY REQUIREMENTS

Associate or Bachelor degree, or equivalent work experience

BENEFITS

- Iowa Public Employee Retirement System (IPERS) eligible
- Dental insurance
- Health insurance
- Paid time off