

**CITY OF ATKINS  
POSITION DESCRIPTION**

**TITLE: Deputy Clerk**

**DEPARTMENTS:** City Administration – City Clerk’s Office

Position Reports To: City Administrator/City Clerk

Supervisory Responsibilities: None

Part Time Position

**JOB FUNCTIONS:** Responsible to assist all facets of the city clerk’s office.

Provide assistance to the City Clerk in the principal activities associated with daily business with City officials and citizens; ensure City Clerk’s Office continues to operate efficiently and effectively in the absence of the City Clerk.

**JOB RESPONSIBILITIES** include but are not limited to:

The responsibility for determining priority of tasks is subject to the direction of the City Administrator/City Clerk-Treasurer.

Customer Service:

- Directly Interface with citizens at City Clerk’s Office via phone, mail, email, or in person, several times daily.

Communication:

- Communicate with elected officials, staff, citizens, and vendors using written, digital, and oral forms of communications.

Meetings:

- Attend meetings as requested during office hours and occasional off hours.

Documentation:

- Maintain official records of the City of Atkins.
- Manage paper and electronic files, with an emphasis on electronic storage.

Manage Utility Billing System:

- Generate monthly bills, process new accounts, finalize terminated accounts, process penalties and delinquent notices, issue shut-off orders, generate reports, monthly reconciliations, and all matters related to the Utility Billing System.
- Process all forms of payments.
- Work with vendors, citizens, staff to resolve utility billing issues.

- Process sales tax and water excise tax reporting and payments.

#### Accounts Payables:

- Prepare and post invoices for payment.
- Code invoices using the chart of accounts.
- Prepare Claims Report

#### General Duties:

- General Housekeeping – maintain organized office environment.
- Order or purchase city supplies as needed.
- Process and issue permits.
- Coordinate training and travel.
- See that money handling procedures are followed and secure.
- Operate all office equipment: phone, copier, printer, fax, computers, and more. Some of the software used: Word, Excel, Publisher, Power Point, Outlook, Windows10, web browsers, fund accounting software, etc..
- Assist other staff members with operating office equipment.
- Participate in office equipment and software updates.
- Assist with managing list of boards, commissions, and committees.
- Will participate in cross training with other city office staff positions.
- Maintain and record time accurately on time.
- Other tasks as may be required.

#### **CONTACTS:**

This position makes frequent contact with city clerk's office staff to exchange and interpret information. Also makes frequent contact with Mayor to exchange and interpret information. Also makes frequent contact with the other City of Atkins employees to exchange and interpret information. Contacts with residents are significant and regular and usually involve the exchange and conveyance of information. Contacts made with persons outside the City are frequent and are usually with vendors, contractors, and other agencies and involve the exchange and interpretation of information.

#### **EQUIPMENT USED:**

Automobile, computers, multi-line office telephone system, calculator, multi-function printers/copiers/fax/scan machine, tablets, cell-phone, meter reading equipment, and overhead projector.

#### **QUALIFICATIONS:**

- A. Education: Associates Degree in Business Administration or Accounting preferred or the equivalent to 3 years' experience.
- B. Three (3) years of Direct Experience with Accounts Receivables and Accounts Payables.

- C. Experience – Experience in an office environment preferred. Accounts Receivables, Accounts Payables, and Microsoft Office preferred.
- D. Be able to create correspondence letters, forms, lists, databases, newsletters, mailings using Microsoft Office.
- E. Licenses/Certifications/Endorsements:
- Must hold a valid driver’s license.
  - Candidates with their Iowa Certified Municipal Clerks or Iowa Certified Municipal Finance Officers and/or their Certified Municipal Clerks or Master Municipal Clerks through the International Institute of Municipal Clerks preferred.
- F. Physical Requirements – Must be able to lift objects weighing in excess of 25 pounds on an occasional basis and carry, push or pull them up to 10 feet unassisted; must be able to stand, sit, listen, and watch for extended periods of time.
- G. Mental Requirements – Must have the ability to prioritize, plan and schedule a variety of activities in accordance with established deadlines; must be capable of performing under moderately to highly stressful conditions created by the need to provide accurate solutions to problems. Must be able to communicate priorities to citizens and staff.
- H. Qualified candidate must be able to read, write, speak, and understand the English Language.
- I. Working hours are typically Monday through Friday 7:30 a.m. to 4:00 p.m. Some Occasional evening hours will occur to attend requested City Council, and/or Committee meetings.
- J. Candidate must be willing and able to attend continuing education training and conferences.

This job description is not intended to limit the responsibilities of an employee assigned to this position to those duties listed above. The employee is expected to follow any other reasonable instructions and perform any other reasonable duties requested by City management. The level of involvement may vary based on need and individual capabilities.

**REQUIREMENTS:**

- A. The candidate will be required to work toward becoming a Certified Municipal Clerk through the Iowa Municipal Finance Officers Association and/or the International Institute of Municipal Clerk Association within 5 years of hire
- B. Follow all city policies regarding the handling of money, confidentiality, security, timecards, attendance, open meetings and open records, and other city policies.
- C. The candidate must be bondable.

D. Must pass pre-employment screening(s) such as pre-employment physical, drug testing, background checks, motor vehicle screening, and credit checks.

**DISCLAIMER**

All duties and requirement 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 will be 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.