



DEPUTY CITY CLERK

Department: **Administration** Class Code: **1020**
Reports To: **City Clerk / Treasurer** FLSA Status: **Non-Exempt**

GENERAL PURPOSE: Under general supervision, performs technical and administrative support functions for City Clerk; creates, updates and manages files, records and computer databases; provides specialized customer services for the general public; provides information and assistance within scope of authority.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Performs specialized clerical duties in accordance with City policy, including data entry, record keeping, accounting, payroll, processing documents, and maintaining files; reviews and processes documents, correspondence, invoices and other materials; duties may vary according to job assignment.
- Completes assignments and coordinates special projects, including utility billing, accounts receivable, grant programs and public relations; researches and locates information for customers and staff.
- Assists the City Clerk by performing a variety of office assistance duties; prepares, assembles and distributes information packets, agendas and other communications; compiles, updates and maintains statistical information, reports and related documents; may take meeting minutes.
- Updates and maintains a variety of electronic and paper files, records, reports and documents; processes forms, records and files; queries system databases as requested by authorized persons; collects statistical data and compiles data for reports.
- Receives records and applications, verifies information, and enters data into City computer systems; coordinates and schedules meetings and appointments; cross-trains in other office support duties.
- Provides customer service, information and assistance to visitors and others having business with the City; responds to requests for information within the scope of authority and training; assists customers with requests, applications, government forms and other documents.
- Processes requests for services, emergency information, and complaint issues from residents; prepares work orders for Public Works Department.
- May collect special fees and account information for City services, and perform cashier functions.
- Receives and sends information to and from other City departments, agencies and jurisdictions; provides dispatch services for City departments as needed.
- Verifies the accuracy, timeliness and quality of the work products; reviews all document preparation for accuracy, completeness, and compliance with Federal, state, and local policies and practices.
- Supports the relationship between the City of Colstrip and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors, and City staff; enthusiastically promotes the City's goals and priorities in compliance with all policies and procedures.
- Maintains absolute confidentiality of work-related issues, resident records and City information; performs related duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Accounting, Finance, Business or Public Administration or a related field; AND one year of clerical and computer experience, preferably in public sector operations; OR an equivalent combination of education, training and experience.

Required Licenses or Certifications:

- A valid Montana Driver's License and specific technical training may be required.

Required Knowledge of:

- City policies and procedures.
- Applicable state and Federal rules, codes and regulations.
- Policies, procedures and functions of assigned programs.
- Principles of public sector bookkeeping and accounting.
- Principles of record keeping, records management and grant program administration.

Required Skill in:

- Interpreting and applying City rules and procedures while using good judgment.
- Reviewing financial and technical documents for compliance with regulatory requirements.
- Meeting critical time deadlines.
- Communicating clearly and concisely and relaying details accurately.
- Establishing and maintaining cooperative working relationships with co-workers and elected officials.
- Using personal computers and financial spreadsheet software applications.
- Communicating effectively verbally and in writing.
- Microsoft Office Software
- Exceptional Customer Service

Physical Demands / Work Environment:

- Work is performed in a standard office environment
- Must be able to read, write and speak with clarity.
- Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is frequently required to sit for long periods of time and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel, objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Received: _____
Employee

Date: _____

Attest: _____
Supervisor

Date: _____

Effective Date: June 1, 2017

Revision History: June 1, 2010