

POSITION DESCRIPTION

CLASS TITLE: Deputy City Clerk

DEPARTMENT: City Clerk

DATE: January 1, 2019

SUMMARY:

Under general supervision, provides secretarial support to City Clerk in City Clerk's Office.

The fundamental reason for the existence of this classification is to perform a wide variety of confidential and tasks of a clerical and technical nature.

GENERAL PURPOSE:

To assist with the collection and expenditure of all city funds and maintaining internal fiscal controls for such funding; and to assist the Administrative Team (City Clerk, City Attorney and Personnel Director) with clerical and administrative support by performing the following duties and any other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are considered essential for this job classification:

- 1) Answer telephones and screen calls for the City Clerk;
- 2) Prepares mail delivered to post office each morning, distribution of incoming mail to the departments and outgoing mail at end of day;
- 3) Assist the City Clerk in copying, mailing documents and filing;
- 4) Assist the City Clerk in preparing board agenda and packets, research, answering mail, etc.;
- 5) Answers questionnaires and surveys;
- 6) Indexing minute and ordinance books;
- 7) Enters all new and renewed privilege license information from the privilege license receipt and application into computer database, print new cards, file old cards, post to privilege license book, prepare list for Board and Tax Assessor, send out renewal applications, send out second notices, issue delinquent notices, send out notices to new businesses, verify current list with personal tax roll;

- 8) Maintain various office manuals and assist the City Attorney in preparing resolutions, ordinances, proclamations and other material needed by the City Clerk for the meetings of the various Commissions;
- 9) Prepare the daily deposits and make sure that deposits are taken to the bank.
- 10) Cross-train with various duties within the department including, but not limited to accounts payable, accounts receivable, general billing and others as assigned.
- 11) Attend all Board meetings and take minutes of the meeting; make sure that the minutes are printed, signed and placed in minute books and backup is filed; have ordinances printed and placed in the ordinance book; make sure that ordinances are printed in the newspaper.
- 12) Registering the Board of Mayor and Commissioners and the City Clerk for conferences; make hotel reservations, prepare travel packets for attendees and prepare payments for registration.
- 13) Assist the City Clerk in preparing for elections by ordering ballots, handling absentees, ordering signs, working with election officials and conducting the election.
- 14) At the end of each month review General Ledger, prepare budget adjustments; provide reports for the Mayor and Commissioners.

OTHER DUTIES:

In addition to the duties listed in the Essential Duties section, the employee in this classification may perform the following duties. Any single position may not be assigned all duties listed below, nor do the examples cover all duties which may be assigned.

- 1) Assist other employees in the office;
- 2) May be asked to backup the Mayor's secretary, the Clerk's in the Court Clerk's Office or the Legal Secretary in the Legal Department.

DESIRED MINIMUM QUALIFICATIONS:

(A) Education and Experience: Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Two years secretarial experience in a public or private law office and two years experience in an accounting firm.

Education: At least a 12th grade Diploma. Higher education or completion of a secretarial training program or an accounting degree may be substituted for some of the above experience.

(B) Language Skills:

- (1) Must be able to read and interpret municipal files and comprehend complex instructions, correspondence, and memos in the English language.
- (2) Ability to prepare general correspondence and speak effectively using the English language.
- (3) Ability to effectively communicate and present information in a one-on-one and/or group situation to citizens and other employees of the city.

(D) Reasoning Ability:

Ability to apply principles of logical thinking to a wide range of intellectual and practical problems. Ability to apply theory into actual work situations. Ability to analyze office operations and derive a feasible solution to make those operations more efficient and economical.

(E) Necessary Knowledge, Skills and Abilities:

- (1) Knowledge of Corel Word Perfect, Microsoft Word, Corel Quattro Pro or Microsoft Excell software applications.
- (2) Considerable knowledge of applicable laws, ordinances, and department rules and regulations.
- (3) Skill in operating the tools and equipment itemized separately hereinbelow.
- (4) Ability to perform work requiring good physical condition.
- (5) Pleasant telephone personality.
- (6) Ability to establish and maintain effective working relationships with elected officials, department heads, co-workers, subordinates, peers, supervisors and employees of other departments and the general public.
- (7) Ability to exercise sound judgment in evaluating situations and in making decisions;
- (8) Ability to follow and give easily understood verbal and written instructions under difficult conditions using the English language;

- (9) Ability to meet the special requirements listed below.
- (10) Basic bookkeeping, accounting and budgeting principles.
- (11) Mathematical skills, including addition, subtraction, division and multiplication.
- (12) Maintain confidentiality.

(F) Tools and Equipment Used:

Knowledge of all equipment normally utilized in a business office; proficiency using personal computers, typewriters, calculators, fax machines, copying machines and telephones, etc. Thorough knowledge of software applications such as Corel or Microsoft word processing and spreadsheets;

(G) PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- 1) While performing the duties of this job, the employee is regularly required to talk and hear;
- 2) The employee frequently is required to use hands and fingers, handle or feel objects, tools, or controls;
- 3) The employee is frequently required to sit and stand;
- 4) Reach with hands and arms and drive a vehicle;
- 5) The employee is occasionally required to climb or balance, stoop, kneel, or crouch;
- 6) Must be able to lift and/or move twenty pounds or more;
- 7) Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and the ability to adjust focus;

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in an inside office environment.

SPECIAL REQUIREMENTS:

- (A) Must possess, or be able to obtain by time of hire, a valid state driver's license without record of suspension or revocation in any state.
- (B) Must never have been convicted of a felony or serious misdemeanor.
- (C) Must successfully complete and pass the requisite drug, alcohol screen and physical Examination required under Section 14.000 and 17.000 et seq. of the City of Clarksdale Personnel Policies and Procedures Manual.
- (D) Must be bondable.

OTHER MATTERS:

The position of Deputy City Clerk is full-time; works regularly scheduled hours year-round, and may require some overtime after normal working hours. The person in this position never works shift work. The position has accountability for safety and equipment related to the office and work for which this position is responsible. This position necessitates the ability to maintain confidentiality.

The stress level associated with this position is moderately to extremely high. Physical work involved in this position exists only in major emergencies and crisis situations.

The duties listed hereinabove are intended only as illustration of the various types of work that may be performed. The omission of specific statements and duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement or contract between the employer and employee, and is subject to change by the employer, at its sole discretion, as the needs of the employer and requirements of the job change.

Deputy City Clerk is an employee at-will, and the Board of Mayor and Commissioners of the City may terminate the relationship at any time, for any reason, with or without cause or notice.