

City of Mantorville Position Description

Position Title: Deputy City Clerk
Reports to: City Clerk-Treasurer
Status: Part-time/Full-time
Classification: Non-Exempt
Starting Wage: \$19.00 Hourly

PRIMARY OBJECTIVE OF POSITION:

The primary objective of this position is to assist the City Clerk-Treasurer and Elected Officials by performing support work in the area of City Government operations. This position may act as back up in the absence of the City Clerk-Treasurer and perform the duties of a Deputy Clerk as authorized by city and state law.

JOB REQUIREMENTS

Applicant must have a high school diploma or equivalent, and preferably two years post high school education. Applicant must have a strong background in communications, documentation skills, record keeping, and computer experience with spreadsheets, word processing, and data entry. Experience in Municipal Government is desirable but not required. This position may involve travel for education purposes. The ability to be flexible to cover the City Clerk when absent and to work outside of normal business hours is required.

RESPONSIBILITIES AND DUTIES:

- Respond to public inquiries on the phone and in person regarding City programs, ordinances, and any other items pertinent to the City.
- Handle all functions of Utility Billing to include deposits, receipt entry, monthly billing, reports and troubleshooting.
- Assist the City Clerk with the handling of correspondence on behalf of the City and the City Council and execute any assignments given by them.
- Provide clerical support to the City Clerk to include typing, mailing, copying, filing, and publishing notices.
- Assist with the maintenance of record retention files.
- Assist with office supply ordering.
- Assist with the issuing of permits and licenses for the City in accordance with established guidelines, including assisting applicants with proper completion of applications for licenses and permits.
- Assist with the coordination of elections.
- Assist with the preparation of agendas and information packets for various boards and commission meetings.
- Manage RV Park and Park Shelter reservations.
- Assist with Accounts Receivables, Payables, and Payroll as needed.
- Responsible for the City Website and Cable Channel.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to present the City in a courteous and professional manner in person and over the phone.
- Ability to handle several tasks at one time.
- Ability to initiate and accomplish tasks independently.
- Ability to communicate effectively and professionally with coworkers and members of the public.
- Basic knowledge of office machines and equipment.
- Knowledge of English, spelling, arithmetic, bookkeeping, computers, typing, photocopiers, fax machines and other office equipment.
- Knowledge of research and composition, sentence structure and spelling.
- Extensive knowledge of Microsoft Word, Excel, and other software applications.
- Ability to sit for long periods of time.
- Strong attention to detail.
- Proficient with social media.
- Skills associated with grant writing.

The Responsibilities & Duties, and Knowledge, Skills and Abilities are intended only as illustrative of various types of work performed, and are not all inclusive. The job description is subject to change as the needs of the employer and requirements of the job change.