

**CITY OF HOLSTEIN
DEPUTY CLERK
POSITION DESCRIPTION**

SUPERVISOR: City Administrator

DEPARTMENT: Administration

Position Summation

Assist the City Administrator in principal activities associated with daily business with City Officials and citizens; ensure City Hall continues to operate efficiently and effectively in the absence of the City Administrator.

This is a highly responsible and demanding position involving multi-level financial work and overall responsibility for implementation of accurate record keeping. Must be able to understand and properly follow job directives.

Essential Work (Illustrative only – not all inclusive)

- ❖ Understand Financial and Utility Billing Software. Process customer meter service orders for address change-outs for monthly meter reading, enter meter reads into software, generate utility bills for water, sewer, garbage, and recycling charges, print utility bills & process for mailing, create postage paperwork, print postage check and mail bills.
- ❖ Prepare paid and pending claims reports for monthly City Council meeting. Prepare claims & revenue reports for Council signatures. Day after council meeting, pay accounts payable bills and transfer funds to cover bills as needed.
- ❖ In the absence of the City Administrator, ensure proper public notice requirements are implemented including posting agendas and other notices, submitting publications to designated official newspaper as required by Iowa Code for all boards and commissions. Provide Word processing services for correspondence, meeting agendas and minutes, code changes, resolutions, ordinances, and other public notices.
- ❖ Calculate timecard hours and issue payroll ACH and checks to personnel – biweekly.
- ❖ Prepare various reports as required and file with proper authorities within set deadlines.
- ❖ Dispatch phone calls for taxi appointments, update taxi calendar and relay information to taxi driver.
- ❖ Process utility payments through data entry; enter miscellaneous payments into general ledger software, balance cash drawer and prepare and make bank deposit as needed.
- ❖ Track and enter ambulance payment records into general ledger. Maintain and update all ambulance records as required by law.
- ❖ Assist customers with inquiries, problems and/or requests, complaints, receive payments and set up new services.
- ❖ Create and update forms necessary for daily operations of City Hall and various departments.
- ❖ Prepare and enter claims for data entry, print checks for Administrator's signature, in the absence of the Administrator, sign checks and process for mailing.
- ❖ File documents and records as needed to allow efficient retrieval. Organize and box records for storage. Utilize records for secure shred disposal for current record retention and maintain records for historical purposes.
- ❖ Maintain and update cemetery information and website, assist potential customers with information. Generate new deeds for lot sales, procure township trustees signatures for deed, make copy for city records and mail original to recipients.

- ❖ Mail pet registration letters and keep updated records on residents' pets. Give out licenses and tags. Send out sheriff to issue citations for non-licensed pets. Represent the City for pet licensing cases in court.
- ❖ Monthly Aging report and special assessment report that will need to be reviewed by the City Administrator.

Acceptable Experience and Training

- ❖ High School diploma required. Associate degree in business and accounting or municipal government experience a plus. Accounting, clerical, and office experience preferred.
- ❖ Or an equivalent of experience, education and training that would provide the level of knowledge and ability required for the position.
- ❖ Skill in the use of a personal computer using standard Word processing, Excel spreadsheet, Outlook, and related software applications appropriate to assigned duties, copier, scanner, fax, calculator, and multi-line telephone and all other office equipment as necessary to the job.
- ❖ Ability to communicate well with others both orally and in writing, using both technical and non-technical language.
- ❖ Skill in handling cash and checks; must have above average accuracy in financial record keeping.
- ❖ Ability to understand meter reading technology and do meter reading on as needed basis.
- ❖ Must be able to concentrate on tasks within an environment of interruptions, setbacks and deadlines and provide extreme accuracy and attention to detail.

Required Special Qualifications

- ❖ All City employees must reside within thirty (30) minutes (traveling at normal speeds) of the building or facility to which they normally report to work.

Essential Physical Abilities

- ❖ Clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate well with others both orally and in writing.
- ❖ Sufficient vision, with or without correction, which permits the employee to produce and review a wide variety of written correspondence, reports, and related materials in both electronic and hardcopy form.
- ❖ Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a keyboard and produce hand-written materials and notations.
- ❖ Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to visit various other workstations in the City.
- ❖ Normal work hours are 8 AM to 5 PM Monday-Friday.
- ❖ Ability to stoop and bend, reach, stretch, sit for extended periods working on a computer and otherwise move about the job site for the performance of assigned duties.
- ❖ Must be able to occasionally lift objects weighing up to 30# and carry them up to 5 feet unassisted.