

POSITION DESCRIPTION

Class Title: Deputy Clerk/Utility Clerk

Department: General Government

Salary Schedule: Hourly, Non-Exempt Range: (\$14.42) – (\$19.57)

POSITION SUMMARY:

Under the supervision of the City Clerk, the Deputy City Clerk/Billing Clerk is a non-exempt position under FSLA. Primary responsibilities include all aspects of utility billing, general clerical and office duties as the primary point-of-initial-contact at City Hall, and assisting the City Clerk as needed. Employee must also perform general clerical duties for the department.

SUPERVISION RECEIVED:

Works under the general supervision of the City Clerk.

SUPERVISION EXERCISED

Generally none

Essential Job Functions:

GENERAL RESPONSIBILITIES

Assist customers in person and by telephone. Answers all incoming calls and circulates incoming mail.

Balances daily cash drawer, empties night deposit box and performs daily receipts and reports. Maintains new customers, address changes and disconnect information. Mails out monthly bills, including late bills, license renewals and all final utility billings.

Maintain organized and accurate filing system.

Constructs sales tax break down reports monthly, maintains sewer charges changed yearly and prepares End of Month and End of Year reports for Auditors. Provide general secretarial support. Books the Community Center rentals.

Maintain supplies and forms for the department.

PERIPHERAL DUTIES:

Assists in issuing building permits, dog tags and permits for Utility Vehicles. Record City Council minutes during City Clerk's absences. Performs other duties as deemed necessary or assigned.

MINIMUM EDUCATION/EXPERIENCE:

Must be 18 years of age.

No Felony convictions or disqualifying criminal history.

No minimum experience required.

U.S. Citizen.

High School diploma or GED

Must pass background check

Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months of employment.

KNOWLEDGE, SKILLS AND ABILITIES:

Skill in operating PC and network computers, printers, scanners, and fax machines; learning multiple computer software applications; proper telephone etiquette and operation of telephone systems; analyzing data and information; producing high quality, high quantity result.

Ability to exercise initiative, independent judgment and to act resourcefully under varying conditions; work well with fellow employees, supervisors, and members of the public; communicate effectively in writing and verbally; learn and recall quickly; maintain composure and confidentiality.

LICENSES REQUIRED

Must possess, or be able to obtain by time of hire, a valid Kansas driver's license without record of suspension or revocation in any state.

PHYSICAL DEMANDS

The job may require maintaining physical condition necessary for sitting, standing, bending and stooping for prolonged periods of time; using various office equipment including a computer screen and keyboard.

The employee may occasionally be required to lift and/or move more than 20 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Most work will be performed indoors, in an office setting.

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

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read this position description and understand its contents.

Employee Signature

Date