

Job Description Checklist
Clerks' Assistant

Position: Part-time Clerks' Assistant
20 hours per week.

Reports to: City Clerk

Department: Administration

Date: April 2018

FLSA Classification: Non-exempt hourly

This position is subject to the City of State Center's 6-month probation policy.

ESSENTIAL JOB DUTIES

Duties that are essential functions of the position of Clerks' Assistant

- Represent the city in direct contact with citizens in person and by phone.
- Answer questions, when appropriate explain city policy, assist with directing citizen concern or inquiry to the appropriate city staff.
- Assist in coordinating payments of city bills/claims.
- Assist with reconciliation of Accounts Payable and Bank Statements.
- Assist in maintaining records.
- Accept utility payments, report any payment arrangement changes immediately to the Deputy - Billing Clerk.
- Assist with preparation of bank deposits.
- Maintain City web page and social media as directed.
- Prepare and file monthly sales tax and use tax reports.
- Prepare tracking of fuel purchases for fuel tax refunds.
- Assist in preparing the packet file for each council or committee meeting.
- Prepare claims list, claims summary and revenue summary for meeting minutes and the publication.
- Assist with preparation of Kauffman Trustee meeting packets.
- Assist with processing of city property rentals.
- Assist with special projects as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

The individual must possess the following knowledge, skills and abilities to be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skill and abilities.

- Knowledge of and ability to competently perform basic business mathematics, including addition and subtraction; multiplication and division; and the ability to accurately calculate percentages and apply mathematical formulas.
- Familiarity with Microsoft Office programs specifically Word and Excel and/or Google Docs and Sheets is helpful. Willingness to be trained toward competency with these programs is essential.
- Ability to use the City Code of Ordinances, the Code of Iowa and other internet resources to assist the City Clerk and Deputy-Billing Clerk consult technical sources and documents, including city ordinances, the Code of Iowa, and administrative regulations.
- Ability to maintain accurate and detailed records.
- Ability to proficiently operate a variety of office machines and equipment, including computer, typewriter, fax machine, copier, ten-key calculator and telephone.

- Ability to work independently and in consultation with other public officials, boards and commissions.
- Ability to interact and exchange information with the public and other city officials in a courteous manner.
- Basic knowledge of the organization and function of municipal government.

WORK ENVIRONMENT

Most work is performed indoors in an office setting

1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from the job description.
2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employees and incumbents are encouraged to discuss possible accommodation with the City Clerk.
3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and perform any other job-related request by their supervisor.
4. The City reserves the right to change or reassign job duties or combine position at any time.