
JOB TITLE: Deputy Clerk

Salary:	Full-Time, Salary
Department:	Administration
Supervisor:	City Administrator
Supervises:	N/A

Summary of Duties:

The purpose of this position is to perform moderately complex to complex secretarial, clerical, recordkeeping, and accounting and office duties for the City of Creede under general direction of the City Clerk & Treasurer with supervision by the City Manager. Work requires initiative and independent judgment in the application of prescribed policies, procedures, and methods. Performs all other related work as required.

Essential Duties and Responsibilities:

The essential functions or duties listed below and on attachments 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 City of Creede retains the right to modify or change the essential and additional functions of the job at any time.

- Responsible for daily utility billing tasks including collections, billing, customer maintenance, reporting, and assisting City Clerk & Treasurer with monthly utility billing system reconciliation.
- Assists City Clerk & Treasurer with accounts payable, accounts receivable, deposits, payment preparation, banking, and reconciliation.
- Assists City Clerk & Treasurer with official administrative duties on behalf of the Board of Trustees including packet preparation, publication assistance, and agenda support.
- Assists City Clerk & Treasurer with elections; orders supplies; provides public with information; publishes notices; assists in training election judges. Keeps informed about changing laws.
- Assists City Clerk & Treasurer with record maintenance. Retains records, files records, or destroys records according to the Colorado Municipal Record Retention Schedule. Performs records research and records organization according to the needs of staff or elected officials. Assists with records requests.
- Assists City Clerk & Treasurer with the processing of liquor licensing, posts notices, and advises applicants requesting liquor licenses.
- Assists City Clerk & Treasurer with website and social media maintenance.
- Assists City Clerk & Treasurer with Virginia Christensen Grant Administration.
- Answers the telephone and waits on customers at counter. Responds to questions of the public. Sorts, processes, and distributes incoming and outgoing mail.
- Assists City Clerk & Treasurer and City Manager with other projects or tasks as needed.

Work Schedule:

Full time, 35 hours per week. Flexible schedule within City office hours of Monday through Friday, 8 p.m. to 4 p.m. subject to employer negotiation. Occasionally, weekend or evening hours may be required. Most holidays off, excluding morning of July 4th to assist with parade.

Work Environment:

Work is performed in an office environment. Majority of work is performed in a moderately noisy work environment, with frequent interruptions. Operates computer, printer, telephone, copier, facsimile machine, and all other standard office equipment. Makes frequent contact with department staff. Contacts are typically with the public, vendors, and outside agencies and organizations. Maintains significant amount of department-oriented confidential information.

Recommended Minimum Qualifications:

- High school diploma or general education degree (GED) required.
- Bachelor's Degree in related field preferred.
- 2+ years related experience or equivalent combination of education and experience.

Knowledge, Ability, and Skill:

- General knowledge of office procedures, practices, and terminology. Working knowledge of departmental operations. Knowledge of the operations of local government and the Creede/Mineral County area helpful. Knowledge of the operation of computer software applications, with knowledge of Microsoft Office, Adobe Acrobat, and Quickbooks preferred.
- Ability to communicate effectively with staff, students, and the public. Ability to compose correspondence. Ability to follow oral and written instructions accurately. Ability to organize and prioritize multiple tasks. Must be able to operate a personal computer and display intermediate skill when using software programs for word processing, database, spreadsheets, and other software as required by the position. Ability to multitask. Ability to establish and maintain effective working relationships.
- Skill in using personal computers, popular word processing, database, accounting and spreadsheet applications. Good customer service skills. Skill in all of the above listed tools and equipment. Skill in typing and notetaking.

Physical requirements:

(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 accommodations may be made to enable individuals with disabilities to perform the essential functions.)

While performing the duties of this job, the employee is frequently required to sit, communicate, or hear; occasionally required to walk, must be able to handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move objects weighing up to 15 pounds. Vision and hearing at or correctable to normal ranges. This position requires the ability to operate a keyboard and calculator at efficient speed.

(This 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.)