

Deputy Clerk / Utility Clerk
Job Description

DEPARTMENT: Administrative Services

REPORTS TO: Clerk/Treasurer

PAY RANGE: \$13.17 - \$19.75

EFFECTIVE DATE: December 1, 2017

GENERAL FUNCTION: Provides support to the Clerk/Treasurer, Mayor, City Council, Commissions, Committees, Advisory Boards, and on occasion other staff members. Responsible for utility billing, accounts payable, support of the Building and Planning Departments as well as the Town Clerk/Treasurer, attending meetings and preparing minutes, and Records Retention and Destruction. The ability to work with effectively and efficiently with several departments and staff members, various board members, and all citizens to provide accurate and comprehensive information. Maintaining records according to applicable laws and requirements. This is a FLSA non-exempt position.

SUPERVISION: Works under the direction of the Clerk/Treasurer

ESSENTIAL DUTIES:

1. Perform Utility Billing and Payment duties.
2. Assist Clerk/Treasurer with Council meeting needs, as directed. Assure that appropriate legal notice is given for all meetings of the town council and boards and Commissions.
3. Record city meetings; transcribe and edit notes, research and clarify information on topics as needed for clear and complete records of proceedings, prepare and distribute minutes, as directed. Occasional attendance at day or evening meetings are required.
4. Produce all necessary Board and Commission agendas as needed in a timely manner with respective Chairs. Initiate and maintain tracking system for all meeting items.
5. Design, prepare and maintain all Town Boards and Commissions membership recruitment process and materials; track listings and terms; prepare memoranda for appointing authority regarding vacancies; design new member packet for appointees. Receive minutes of Board & Commission meetings and disseminate according to town policy and procedures.
6. Assist in coordinating logistics for council and committee meetings, public forums, open houses, etc.
7. Provide administrative assistance to the Planning and Building Departments.
8. Process and maintain city ordinances, resolutions, contracts/Interlocal agreements and recorded documents.
9. Update municipal code books, oversee distribution of code updates.
10. Perform regular accounts payable and cash receipt duties.
11. Coordinate bid procedures, to include RFQ and RFP process and bid openings in accordance with established guidelines.
12. Maintain Small Works and Consultants Roster
13. Fulfill public information requests in accordance with state law, working with clerk/treasurer, town attorney, and department heads. Maintain public request log.

14. Manage proper and legal Records retention and destruction. Design, implement and maintain administrative and legislative records and town-wide personnel filing systems.
15. Liaison to town's web page host. Analyze need for information, provide timely updates. Administer computer logs or data-bases as required.
16. Issue business, pet, and other licenses, including airport leases. Conduct all activity related to licenses, fees, and leases and prepare renewal correspondence. Provide customer service, issue permits, receive and record payments as well as other budgetary transactions.
17. Maintain public complaint log and respond to citizen complaints.
18. Compose correspondence, design forms, conduct research, write and update departmental policies and procedures as needed.
19. Assist with special projects and make arrangements for town events and functions.
20. Initiate correspondence on a variety of matters requiring an in-depth understanding of municipal programs, department policies and procedures and city ordinances.
21. Create, produce and edit correspondence and other written materials.
22. Take reservations for town amenities/facilities, make appointments, and schedule meetings.
23. Research records and obtain information from other offices and agencies as necessary to prepare reports for town administration. Remain current concerning issues, situations and conditions of special interest to the Town Clerk/Treasurer.
24. Operate office equipment including copiers, facsimile machines and computers; input and retrieve data and text.
25. Maintain and order office supplies as needed.
26. Exercise sound judgment and thorough knowledge of town policies and procedures.
27. Perform other duties as assigned and approved by the Clerk/Treasurer and Mayor.

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned.

ESSENTIAL QUALIFICATION:

- Proficient in the use of Microsoft Word and Excel and the ability to learn other computer programs and applications as required.
- The ability to research and summarize your findings.
- Excellent phone and customer service communication skills.
- The ability to multi-task in a busy environment.
- Ability to communicate professionally with difficult customers in friendly and effective manner.

PERIPHERAL DUTIES:

- Works closely with other departments.
- Serves as backup cashier, including receipting of payments and various other payments, and posting monies to appropriate accounts.
- Attends training classes.
- Serves as a member of various employee meetings if required.

NECESSARY KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Functions, activities and responsibilities of the Clerk's Office.
- State and local laws and regulations regarding public records, public meetings, legal notices and other
- assigned functions.
- Record management systems, techniques and technology.
- Robert's Rules of Order and Parliamentary procedures.
- Structure and operation of State, County and municipal governments.
- City organization, operations, policies and objectives.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Research methods and report writing techniques.
- Operation of a computer terminal and assigned software.

ABILITY TO:

- Ability to function as an independent self-starter with little supervision
- Ability to work cooperatively with others as a member of the department team
- Ability to prioritize work, mesh numerous assignments, cope with interruptions, last minute changes
- and deadlines.
- Ability to work independently from general instructions and broad work expectations
- Notary public designation is desirable.
- Plan, organize, and perform Clerk's office operations.
- Interpret legal requirements and independently establish procedures and priorities.
- Maintain official Town records.
- Administer the scheduling and coordinating of Town Council agendas.
- Administer ordinances and resolutions.
- Maintain confidentiality of politically sensitive materials and information.
- Understand interpret and codify Town ordinances.
- Research, analyze, interpret, organize and report data as requested.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Knowledge of and experience with coordinating volunteer activities and programs, including volunteer documentation requirements.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Meet schedules and legal time lines.
- Plan and organize work.
- Maintenance of a variety of reports and files related to assigned activities.
- A sense of humor and positive attitude are essential.

TOOLS AND EQUIPMENT USED:

Ability to use machines: Fax Machine, Copy Machine, Two Line Telephone Routing, Computer and Software, Printers, Specialized knowledge in BIAS Software or to learn, 10 Key Calculator, Typewriter, TV and VCR and Paper Cutter.

WORKING CONDITIONS:

Office work, mostly sitting with continuous getting up to wait on customers, answer questions etc. Physical demands described herein are comparable of those that must be met by a person to successfully perform the essential duties of this job.

While performing the duties of this job, the person is frequently required to sit, talk and hear. The employee is often required to stand, walk, and use hands and fingers to handle or feel objects, tools or controls: reach with hands and arms.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is done in an office environment, subject to interruptions. The noise level in the work environment is moderately noisy. The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this position and are not intended to be all inclusive.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed mostly in an office setting. Hand-eye coordination is necessary to operate computers and a variety of office equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus. While performing the duties of this job, the employee is frequently required to bend at the waist and kneel or crouch to retrieve files from cabinets and shelves; stand or sit; walk; climb; crawl; talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 30 pounds.

MINIMUM QUALIFICATIONS:

- Any combination equivalent to: two years college-level course work in business, office management, secretarial science or related field; GED and 3 years of increasingly responsible and varied secretarial and administrative experience.
- Demonstrated written and verbal communication skills
- Advanced office management and organizational skills
- Strong interpersonal skills and ability to develop and maintain working relationships with co-workers, elected officials, other agencies and the public.
- Must be able to manage multiple tasks under deadline.
- Excellent word processing skills and knowledge of grammar, spelling and punctuation.

- Ability to operate standard office machines, including computer, copier, fax, and ability to answer a multi-line telephone.
- Ability to work with a high level of accuracy and attention to detail.
- Ability to understand BARS, (Budget Accounting Reporting System), and a General Filing System
- Ability to lift 30 pounds.
- Ability to remain insured under town's insurance carrier and/or be bonded.

Job Description Received:

The statements contained herein reflect general details as necessary to describe the principal functions of this job and the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as needed, including the work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load.

Employee		Supervisor		Date
----------	--	------------	--	------

The Town of Twisp is a Drug Free Workplace and an Equal Opportunity Employer.

If you meet the minimum qualifications and are interested in applying for this position, please send a cover letter, resume, and completed Town of Twisp Employment Application found at www.townoftwisp.com to either: clerktreasurer@townoftwisp.com or Town of Twisp, PO Box 278, Twisp WA 98856.

Incomplete application packets may be disqualified. If you have questions, please call Clerk/Treasurer Jackie Moriarty at (509) 997-4081.