

Position Title:	Deputy Clerk/Treasurer	Department:	Administration
Accountable To:	City Clerk/Treasurer	PELRA Status:	Confidential
Job Grade:		FLSA Status:	Non-Exempt

Position Purpose:

This position is under the direct supervision of the Clerk/Treasurer. The Deputy Clerk/Treasurer is responsible for performing skilled accounting, payroll and utility billing processes. The Deputy Clerk/Treasurer is also responsible for greeting the public in person or on the telephone, directing visitors, answering questions and handling all licensing within the City. This position is responsible for the tracking and issuance of building permits. This position is responsible for general office procedures. The Deputy Clerk/Treasurer is responsible for all aspects of the billing process for city utilities and for completing deposits of all incoming monies. This position is responsible for the calculations, processing and tracking of special assessments. This position acts as the Clerk/Treasurer in the Clerk/Treasurer's absence and is an administrative assistant to all departments as needed.

Qualifications:

1. High School Diploma or GED Equivalent.
2. Minimum 40 wpm typing skill and able to verify accuracy.
3. Proficient with Microsoft Windows and Microsoft Office software.
4. Combination of three years experience as a cashier, receptionist and or administrative clerical assistant.
5. Two years of responsible accounting experience, preferably in a governmental setting. A two-year degree in business or accounting with a minimum of 30 credits in accounting or bookkeeping can substitute for one year of experience.
6. Experience with fund accounting, payroll and/or utility billing software.
7. Possession of a Minnesota Class D Drivers' License.
8. Successful completion of criminal history and Fair Credit Reporting Act background checks.

Physical Requirements:

1. Speak, read, write and understand English.
2. Ability to hear and speak when conversing in person or by phone.
3. Physical ability to read reports, correspondence, computer screens and other documents.
4. Frequent to extended periods of sitting and/or standing.
5. Requires the use of fine motor coordination and manual dexterity to write, type and enter data on a computer.
6. Frequently bend, stoop, squat, crouch, kneel and/or balance.
7. Must have the ability to operate a personal computer with word processing, spreadsheet and database programs, calculator, fax, copier and telephone.
8. Must be capable of occasionally lifting and/or moving up to 30 pounds.

Working Hours & Conditions:

1. Position may be up to 40 hours a week.
2. May be required to work additional hours in Clerk/Treasurer's absence or as necessary in an emergency, at the direction of the Clerk/Treasurer.
3. Works in well-lighted, well-ventilated building.
4. May be exposed daily to normal office fumes (i.e. whiteout), normal office dust, normal office chemicals (i.e. toner cartridges), and normal office noise.

Knowledge, Skills & Abilities Required:

1. Knowledge of accounting practices and procedures including high level of accuracy in the processing of payroll, accounting and utility billing.
2. Knowledge of computer use and ability to quickly learn new systems and techniques.
3. Working knowledge of data privacy as it relates to the release of City data.
4. Knowledge and understanding of city policies, the assessment process, State of Minnesota records retention schedule, city and state licensing requirements.
5. Experience with purchasing.
6. High level of written and interpersonal communication skills.
7. Ability to prepare correspondence minutes, reports and other written materials.
8. Self-motivated, able to work with little immediate supervisor and direction.
9. Ability to handle public contact with a high degree of tact, courtesy, confidentiality, and sound judgment.
10. Considerable ability to communicate effectively and establish effective working relationships with City staff, elected officials and the public.
11. Understanding of accounting and utility billing program software.
12. Strong organizational skills with attention to detail and accuracy.
13. Ability to process arithmetic calculations and tabulations accurately and efficiently
14. Ability to efficiently organize work tasks and perform under deadline pressures.
15. Ability to work independently as well as part of a team.
16. Ability to handle a number of tasks at one time.
17. Ability to offer suggestions for improvement in procedures.

Essential Job Duties:

1. Receives incoming telephone calls and refers callers to proper person or department and/or provides general information to the public. Receives and transmits messages for City staff.
2. Greets the public and direct visitors and questions to the appropriate individuals.
3. Performs clerical tasks such as typing, filing, mailing and copying.
4. Processes building permits as directed by the Building Official. Issues all licenses and municipal permits in accordance with applicable city ordinances and other regulations as directed by the appropriate department head.
5. Maintains City records, files and public documents, as defined by the Minnesota Records Retention Schedule.
6. Sends out nuisance abatement letters at the direction of the Clerk/Treasurer.
7. Maintains assessment information under the direction of the Clerk/Treasurer and handles all assessment searches and payments.
8. Performs cashier duties including recording City cash receipts. Collects money for utility payments, licenses, maps, copies, faxes, etc. Prepares receipts for each transaction and codes transaction to appropriate account.
9. Collects fees and issues city permits, advises applicant on application process.
10. Makes daily deposits for all city departments. Balances cash drawer daily and petty cash monthly.
11. Performs tasks such as scheduling the City Hall community room and City parks for requested activities.
12. Maintains the City Hall office in the absence of Clerk/Treasurer.
13. Responsible for ordering office supplies and materials for all city departments.
14. Calculates, prints, and mails the utility bills in a timely manner.

15. Receives payments on the utility accounts. Enters customer utility payment receipts into the utility billing system.
16. Answers customer inquiries regarding utility billings, receives billing information from residents over the telephone and in person, provides information regarding services performed by the City (i.e. water, sewer).
17. Maintains and updates current addresses, service connections/disconnections, changes to property ownership and change of renters in utility billing system.
18. Maintains electronic database of current property owners and manages property records files.
19. Provides accurate and necessary payment information needed for the purposes of initiating monthly sales tax payments.
20. Informs Clerk/Treasurer of delinquent accounts. Prepares and certifies water shutoff notices and water and sewer assessments for delivery to the account holder and/or the County Auditor.
21. Enters vendor claims in accounting system on daily, weekly or monthly basis as required for prompt payment of city bills.
22. Prepares a monthly list of accounts payable for the City Council agenda.
23. Completes payroll processing along with all required reporting.
24. Attends City Council meetings and records minutes in the Clerk/Treasurer's absence.
25. Assists in city elections and registering voters.
26. Serves as notary public.
27. Continually aware of City functions, activities and programs.
28. Performs other duties as apparent or as delegated/assigned by the Clerk/Treasurer. Cross trained in all essential functions of the City Clerk/Treasurer's office.

This job description is intended to describe the general nature and level of work being performed by the person assigned to this position, but, does not state nor imply that the above are the only duties and responsibilities assigned to this position. All requirements and duties listed are subject to change at any time.

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Adopted by the Dassel City Council on the 16 day of February 2021.

City Clerk/Treasurer

Date

I acknowledge receipt of my job description and will be given an opportunity to review it at any time in the future or whenever it is updated by Council action.

Employee Signature

Date