

DEPUTY CLERK

Position: Deputy Clerk

Reports to: City Administrator/Clerk

FLSA Status: Non-Exempt

General Summary: Works under the general direction of the City Clerk to perform a variety of administrative and clerical tasks. Principal duties include all aspects of the utility billing and payment process, receiving money, processing deposits. Position performs receptionist and administrative support as needed. Positions serves as City Clerk in the absence of the Clerk. Position has considerable direct contact with the public.

Essential Functions

- Collects and enters utility meter data, prepares bills and billing reports; posts transactions, processes meter deposits and refunds; performs related public works services as requested, mails bills.
- Pursues collection of delinquent utility accounts; prepares final notices, shut-off orders.
- Answers phones, greets public, responds to inquiries, or refers them to appropriate staff; responds to utility billing inquiries.
- Posts receipts and payments to the appropriate account.
- Performs Accounts payable duties of paying invoices out of appropriate fund accounts and record keeping.
- Performs all payroll duties including managing timecards; hours entry to appropriate utility or department; prepares and files state payroll reporting, IPERS reporting, W2s and 1099s.
- Attends council meetings, prepares agendas and minutes when required.
- Serves as backup to City Clerk

Knowledge, Skills, and Abilities

Requires knowledge of the principles and practice of public finance related to utility billing, receipt and tracking of funds. Also requires knowledge of the basic duties of the City Clerk, and familiarity with state and local laws and regulations including, but not limited to alcohol permits, and cigarette permits. Knowledge of basic person/business computer use using specific software and Microsoft base operating systems.