

City of George

TITLE: Deputy Clerk

DEPARTMENT: City Clerk's Office

LOCATION: George, Iowa

POSITION REPORTS TO: City Clerk; Receives work direction from Mayor and City Council

SUPERVISORY RESPONSIBILITIES: None

BASIC FUNCTIONS:

Provide assistance to the City Clerk in the principal activities associated with daily business with city officials and citizens. Manage utility entry and billing, General Ledger entries, and bank deposits. ~~Help produce the monthly newsletter.~~ Ensure that the clerk's office continues to operate efficiently and effectively in the absence of the Clerk.

MAIN RESPONSIBILITIES:

1. Will be responsible for the majority of Utility Billing including processing payments and printing monthly bills.
2. Will be responsible for making bank deposits as needed and counting the cash box monthly.
3. Will be responsible for maintaining Water, Sewer, and Fuel Tax spreadsheets and submitting state reports.
4. Will be responsible for entering miscellaneous revenue into the General Ledger.
5. Must be knowledgeable in Word and Excel.
6. Process and submit building permits to the Lyon County Assessor.
7. Will assist the City Clerk as the custodian of city records, such as, City Ordinances, Resolutions, personnel records and observe HIPAA regulations.
8. Will review with the City Clerk and become familiar with the requirements for all publications.
9. Is able to meet the public with a pleasant and professional demeanor.
10. Is able to efficiently and effectively handle office procedures as assigned by the City Clerk.
11. Is able to assist the City Clerk with preparation of newsletters, agendas, and the development of written materials.
12. Is knowledgeable in regard to the Iowa Code as it relates to the operation of city government.

QUALIFICATIONS AND SKILLS:

1. At a minimum possess a high school diploma.
2. Will possess knowledge of Word, Excel and other basic computer programs
3. Must be able to learn new software skills as needed and/or directed.
4. Is able to communicate effectively with city staff and the public.
5. Is able to be flexible with scheduling.
6. Must be self-motivated and able to complete assigned tasks.

TERM OF EMPLOYMENT:

Employment is at the discretion of the City Council.

EVALUATION:

Job performance will be reviewed at a minimum twice a year by the Mayor, Personnel Committee and City Clerk.