City of Stewart
Job Description for Deputy Clerk

Job Title: Deputy City Clerk
Supervisor: City Clerk/Treasurer and City Council
Nature of Work: Administrative

SCOPE OF WORK:
Provide clerical support to the City Clerk/Treasurer

MAJOR AREAS OF RESPONSIBILITY:

Accounting Duties:
- Process utility billings, delinquent billings, collect utility billings and process deposits
- Assist the Clerk with performing bank reconciliation of checking and savings accounts

Administrative Duties:
- Greet visitors and answer the phone and direct them to the correct departments
- Process applications for building and zoning permits, ATV/golf cart permits, rental licenses, and animal licenses
- Assist in the Administration of local elections in accordance with County, State and Federal requirements
- Research ordinance information as needed
- Other duties as apparent or as delegated by the City Clerk and the City Council

Human Resource Duties:
- Assist in the maintenance of the personnel files

Public Service Duties:
- Receive requests, complaints, and information from the public and submit them to the City Clerk
- Serve as a public information officer regarding the City Code of Ordinances

KNOWLEDGE, SKILLS AND ABILITIES:
- Operate a computer, copier and a other office equipment
- Work with Microsoft Office products
- Knowledge of office practices and procedures
- Ability to communicate effectively, both orally and in writing
- Ability to establish effective working relationships with City officials, supervisors and their employees, representatives of other governmental units, and the general public
- Ability to work with limited supervision
- Ability to conduct research as needed for items such as projects and programs

TRAINING AND EXPERIENCE:
- High school degree or equivalent

PREFERRED QUALIFICATIONS:
- Computer knowledge – Microsoft Office

The job description is subject to change as the needs of the employer and requirements of the job change.

Pay Grade Level – 1 to 4