



The City of Conrad (Pop. 1108) is accepting applications for a Part Time Deputy Clerk position. Under the general direction of the City Clerk, the Deputy Clerk assists the Clerk with a variety of administrative, financial, and specialized duties as determined by the City Council. The position requires accuracy, confidentiality, excellent verbal and written skills, independent decision making and the ability to work well with the public in a pleasant and professional manner. Must have experience in Word and Excel.

Successful candidates shall have at least two years' experience in an office environment (municipal government preferred).

Hours: Two days a week, 12-16 hours. Additional hours are available when filling in while City Clerk is absent.

Pay: TBD Depending on experience.

The City of Conrad is an Equal Opportunity Employer

Interested parties need to submit the following by February 2, 2017 to be considered: Cover letter, resume, and three references to Conrad City Hall, PO Box 429, Conrad, IA 50621-0429, or drop off at City Hall 204 E Center Street or emailed to conradclerk@heartofiowa.net.

Position will be open until filled.

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Job Description – Deputy City Clerk

TITLE: Deputy City Clerk

LOCATION: Conrad, IA

POSITION REPORTS TO: City Clrk receives work directions from City Clerk, Mayor and City Council.

SUPERVISORY RESPONSIBILITIES: None

POSITION FUNCTION: Provide assistance to the City Clerk in the principal activities associated with daily business with City Officials and citizens; Ensure that City Clerk's Office continues to operate efficiently and effectively in the absence of the City Clerk.

MAJOR RESPONSIBILITIES:

Essential Tasks:

1. Open and distribute mail.
2. Remove all items from drop boxes.
3. Process all citizen utility payments and other receipts for computer entry, prepare and make bank deposits.
4. Backup for utility billing in the absence of the City Clerk.
5. At City Clerk's direction, calculate hours from timecards, perform data entry and generate payroll checks/direct deposits. Electronically submit all direct deposits through bank.
6. Prepare spreadsheets associated with expense tracking, cost allocations and labor tracking.
7. Enter invoices into the accounts payable system.
8. Process accounts payable checks for mailing after Council approval.
9. Send tax exempt certificates to and request W-9 from vendors.
10. Send out Accounts Receivable invoices as needed.
11. Works with City Clerk on annual budget, as needed.
12. Maintain and prepare other spreadsheets, as needed.

Discretionary Tasks:

1. Keep City Clerk and Mayor informed of current issues.
2. Fill in for City Clerk when absent from the office as well as taking minutes when City Clerk is absent from a Council meeting.
3. Handle citizen's request for copies, payments, complaints, questions, etc.
4. Handle typing, word processing, filing and maintenance of pertinent records.
5. Send out correspondence and other mailings as needed.
6. Schedule Rental reservations and collect and deposit fees in bank.
7. Receive customer inquiries and complaints in person or by telephone.
8. Dispatch trouble calls and other duties requested by customers.
9. Maintain Petty Cash, replenish as needed
10. Order or purchase supplies as needed.

EQUIPMENT USED: Calculator, computer, printer, phone, sound recording equipment, FAX and copy machine.

QUALIFICATIONS:

- A. Education & Experience - High school graduate or equivalent required.
- B. Physical Requirements – Must be able to occasionally lift objects weighing up to 40 pounds and carry them up to five feet unassisted; must be able to sit, watch, talk and listen for prolonged periods.
- C. Must be bondable and comfortable handling cash and checks and have above average accuracy in financial and verbal record keeping.
- D. A basic knowledge of windows software is preferred.

DISCLAIMER:

All duties and requirement in this job description have been determined by the employer to be essential job functions and are consistent with ADA requirements and are representative of the functions that are necessary to successful job performance. They may not however, reflect the only duties performed. Employees in this job class will be expected to perform other job-related duties when it can be reasonably implied that such duties do not fundamentally change the basic requirements, purpose or intent of the position.

Council approved 6/20/2007