

Deputy / Utility Clerk - Job Description

Below is a summary of duties of the Deputy/Utility Clerk: this is a general description and the position is not limited to these duties. Other responsibilities maybe assigned as needed.

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

Utility Duties

- Remove all items from drop box daily (payments)
- Prepare monthly utility billing
- Refer re-reads to Public Works in a timely manner
- Process all utility payments for computer entry, prepare and make bank deposits
- File and maintain utility records, including billing stubs
- Maintain meter deposits including new accts and paying out deposit refunds
- Collaborate with the City Clerk on ACH accts

Customer Service Duties (Along with the City Clerk)

- Handle citizen's request for copies, payments, complaints, questions, etc
- Open & distribute mail
- Order office & cleaning supplies
- Schedule meeting rooms in building
- Receive customer inquiries and complaints in person or by telephone
- Fill in for City Clerk when absent from the office as well as taking minutes when City Clerk is absent from a Council Meeting.
- Routine office tasks
- Answer calls for Police Department
- Maintain Business notebook for Police use

Community Development Center Duties

Assisting with Code enforcement including rental properties and inspections

- Maintaining data base for Property descriptions
- Scheduling appointments for inspections
- Process reports

Assisting with newsletter & city website along with other duties as they arise

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 is 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.