

POSITION DESCRIPTION

POSITION: DEPUTY CLERK/DEPUTY TREASURER
DEPARTMENT: ADMINISTRATION/FINANCE
CLASSIFICATION: CLASSIFIED (once probationary period is completed)
BEGINNING SALARY: Designated by Board of Trustees

GENERAL PURPOSE:

Performs mid to high level administrative, technical and professional work, and assists the Clerk/Treasurer in every aspect of his/her job.

SUPERVISION RECEIVED:

This position serves under the Clerk/Treasurer and is responsible for the duties of the Clerk/Treasurer in his/her absence.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience: Graduation from an accredited four-year college or university with a degree in public administration, business management or a closely related field, or three (3) to five (5) years experience in municipal administration.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of modern policies and practices of public administration; working knowledge of municipal finance, public works, and community development.

Skill in assisting in the preparation and administration of municipal budgets; skill in planning and administering municipal programs; skill in operating the listed tool and equipment.

Ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with co-workers and subordinates, city officials and the public.

Must be able to speak, read and write utilizing the English language. An ability to speak Spanish is helpful.

SPECIAL REQUIREMENTS:

Must be willing to participate in the Clerk's Certification Program.

KEY TASKS, DUTIES AND RESPONSIBILITIES:

Specific duties at this time include, but are not limited to the following.

Maintaining good public relations is one of the key responsibilities for the Deputy Clerk.

Supervise the processing of utility bills and payments; including troubleshooting any community concerns.

Process all receivables and payables for the Town. The Deputy Clerk is responsible for the bill list that is submitted to the Board of Trustees for approval at each regular Board of Trustees Meeting.

Required to attend annual safety training and advises the Board of Trustees on implementing safety requirements for various departments. Tracks annual safety training required meetings for all departments.

Responsible for issuing business registrations and liquor licenses annually.

Administer and track purchase orders for each department.

Process payroll, benefits, workers compensation and retirement for all departments; along with all monthly, quarterly and annual state and federal reports.

The Deputy Clerk will be required to attend all Town meetings that the Clerk/Treasurer is typically required to attend, in the absence of the Clerk/Treasurer.

The Deputy Clerk will need to acquire a good general understanding of what services the Town offers, who is responsible for what, how certain procedures work, and where to refer people to get answers to their questions and responses to their problems.

PERIPHERAL DUTIES:

The Deputy Clerk works as part of the office team and assists with office procedures whenever required.

DUTIES NOT EXCLUSIVE:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

TOOL AND EQUIPMENT USED:

Requires frequent use of personal computer, including word processing, spreadsheet and accounting programs, calculator, telephone, copier and fax machine.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Deputy Clerk works in the Town's administrative offices, but the job requirements will require periodic driving to other Town locations, and driving to events on behalf of the Town. A Town vehicle may be provided, or the Deputy Clerk may be required to use a personal vehicle for which appropriate mileage reimbursement will be paid.

The noise level in the work environment is usually moderately quiet.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, walk, see and hear. The employee is frequently required to use hands, arms and fingers, handle, feel objects, tools, keyboards and telephones.

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus. (Read books, memos, ledgers, computer screens, etc.).

The employee must occasionally drive a vehicle.

SELECTION GUIDELINES:

Formal application, rating of education and experience, oral interviews and reference check; job related test might be required. The selection process may include interview by an employee selection committee. The Board of Trustees will give final approval to the decision to hire.

JOB DESCRIPTION NOT A CONTRACT:

The job description does not constitute an employment agreement between the Town of Estancia and employee and is subject to change by the Town of Estancia at its discretion or as requirements of the job change.

PHYSICAL OR MENTAL LIMITATIONS:

The employee is not required to disclose information about any physical or mental limitations that the employee believes will not interfere with the employee's capability to do the job. On the other hand, if the employee wants the Town of Estancia to consider special arrangements to accommodate a physical or mental impairment, the employee may identify that impairment and suggest the kind of accommodation that the employee believes would be appropriate.

EMPLOYEE DECLARATION:

I have read the above Position Description. I understand the demands and expectations of the position described and, to the best of my knowledge, I believe I can perform these duties.

Employee Signature

Supervisor (Clerk/Treasurer's) acknowledgement

Date