

Deputy Clerk/Treasurer

Department: Administration

FLSA Status: Exempt

General Definition of Work

Performs intermediate administrative work performing clerical, secretarial, and bookkeeping duties; administering municipal elections; maintaining official City documents and records, providing routine information to the public, and related work as apparent or assigned. Work is performed under the limited supervision of the Finance Director. Continuous supervision is exercised over the Permit Technician, Administrative Services Assistant, and IT & Account Specialist.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Serves as a representative for general public inquiries, either in person, by telephone, or electronic communications.

Provides supervision and leadership to personnel under position's span of control; makes and/or participates in decisions on matters of hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment, reward, adjusting grievances or disciplining employees under position's span of control; sets goals and objectives for others to work toward and monitors performance; creates and maintains a positive work environment fostering effective performance of staff.

Issues and/or oversees the issuance of licenses and permits.

Certifies new and deferred assessments with the County; maintains assessment records; performs assessment searches.

Reviews, routes, and manages accounts payables; issues Form 1099's; prepares claims list for City Council.

Reviews and performs deposits, bank reconciliations, and other bookkeeping duties as required.

Oversees and performs payroll processing and payroll tax payments.

Assists in employee benefits administration and answers employee questions; assists in the annual benefits open enrollment process.

Administers and coordinates elections; recruits and coordinates training for election judges and attends election training.

Performs other duties as assigned, including serving as a back-up resource to other staff.

Knowledge, Skills and Abilities

Thorough knowledge of City and department policies and procedures; thorough knowledge of the laws, ordinances, and regulations underlying a municipal organization specifically regarding election laws, policies, and procedures and equipment operation; working knowledge of utility billing and accounting practices and procedures; skill in the use of personal computers, associated software packages including spreadsheets and word processing, hardware and job-specific peripheral equipment; skill in the use of payroll, finance and utility billing software, preferably Banyon Data Systems; skill in handling customer complaints and general information requests regarding utility bills through phone and or/or personal contact; ability to understand and comply with Open Meeting Law and Data Practices Act; ability to supervise staff and provide for a positive and motivational work place; ability to handle private and confidential information with discretion; ability to work with limited supervision and as part of a team; ability to work under time constraints; ability to work with basic mathematical calculations and keep track of money and receipts; ability to be bonded; ability to communicate effectively in oral and written form; ability to utilize work time properly and productively; ability to act in a decisive manner, using good judgment; ability to use tact and diplomacy and to promote a cooperative atmosphere within the City operations as well as with the public; ability to present an attitude of professionalism while maintaining the values and attitudes of the community; ability to establish and maintain effective working relationships with associates, supervisors, subordinates, other departments, public officials, and the general public.

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Education and Experience

Associates/Technical degree in business, accounting, or related field, and considerable experience in accounting with considerable public contact, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires using hands to finger, handle or feel, frequently requires sitting and speaking or hearing and occasionally requires walking, reaching with hands and arms, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Training through the Minnesota Clerk Finance Officers Association is preferred.
Valid driver's license in the State of Minnesota.

Last Revised: 5/13/2019