



Deputy Clerk

FLSA Status: *Exempt*

General Definition of Work

Performs difficult administrative and skilled technical work managing City financial affairs and maintaining official City records, serving as Clerk to the City Council, and related work as required. Work is performed under the general direction of the City Administrator. Limited oversight is exercised over administrative staff.

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 individual with disabilities to perform the essential functions.

Essential Functions

Attends Council meetings; prepares official minutes; assures minutes posted to website; executes Council's official actions; processes and maintains resolutions approved by Council.

Updates and maintains Council minute books and ordinance books; assists with official records retention.

Assures elections are conducted according to Statutes; recruits and organizes election judges; provides training.

Monitors and establishes funds and accounting codes for accounts receivable and payable; serves as back-up for utility billing.

Reviews and verifies invoices, purchase orders and accounts receivable; assures proper coding for departments; maintains computerized accounts payable and receivable.

Processes accounts payable; assures payments are made on timely basis; assures sufficient funds available.

Processes electronic receivables; assures daily deposits are made on a timely manner; monitors transactions and transfers; serves as backup for daily "splits" from cash register system to utility and finance.

Reviews and monitors pay applications for capital projects; assures approval; processes payments; assures capital projects certification of special assessments and payments to County Auditor; assists in providing information to engineers and legal counsel.

Provides notary service for City documents and citizens.

Assists general public as needed; provides assistance for licensing and utility billing; serves as backup to front desk staff.

Monitors information to be included on cable channels, website and Newspaper.

Provides research/information as requested by various departments, staff, professionals or citizens.

Knowledge, Skills and Abilities

Thorough knowledge of the principles, methods and practices of municipal finance and accounting; thorough knowledge of the principles underlying the laws, ordinances and regulations governing municipal finance; thorough knowledge of order as related to public hearings; thorough knowledge of the City Codes and ordinances; skills in interpreting, processing and using complex workplace data and graphics containing large amounts of information and/or challenging presentations including detailed charts, tables, forms and graphs and/or very complicated diagrams maps or blueprints; ability to handle complex variables requiring analytical ability and inductive thinking in adapting policies, procedures and methods to fit unusual and complex situations; ability to comprehend difficult materials with complicated information that may contain excerpts from regulatory and/or legal documents; ability to provide oversight regarding the work of others; ability to establish and maintain effective working relationships with City officials, associates and the general public.

Education and Experience

High school diploma or GED with coursework in accounting, finance, or related field with certifications as indicated in the Special Requirements section and considerable experience in government operations or accounting, or equivalent combination of education and experience. Associates/Technical degree preferred.



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Physical Requirements

This work is sedentary and requires little to no exertion of force; work regularly requires sitting and frequently standing, walking, speaking or hearing, using hands to finger, handle or feel and repetitive motions; work has no special 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 and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office with typewriters and/or computer printers, light traffic).

Special Requirements

Clerks certification beneficial.

Possession of an appropriate driver's license valid in the State of Minnesota.