

Job Description: Deputy Clerk

Full Time, Hourly, \$19.68-\$24.04

Position Overview:

The Deputy Clerk plays a critical role in providing administrative and clerical support to the city administration in a Washington state town with a population under 1000. This position involves assisting the City Clerk-Treasurer in various tasks, including record keeping, document management, customer service, and coordination of city meetings. The Deputy Clerk ensures the efficient operation of the city office and maintains accurate records in compliance with legal requirements.

Responsibilities:

Record Keeping and Document Management:

Answer phone calls and serve visitors at the window. Respond to inquiries. Accept and receive payments (water, B&O taxes, state & county disbursements, business licenses, animal licenses etc.)

Get mail from Post Office and distribute to appropriate departments daily. Order needed supplies as delegated by department directors and Clerk Treasurer.

Process building permits as delegated by Clerk Treasurer and building code consultant.

Accept and process change orders and dishonored checks for water accounts. Calculate, post, verify, prepare, and mail monthly utility billings. Issue late and final notices for delinquent accounts according to city code. Attempt to contact delinquent customers on the day of shut off.

Maintain list of user's telephone numbers for emergency contact. Distribute 911 locates to public works department.

Maintain petty cash fund.

Compile/ reconcile daily deposits to be taken to bank. Provide backup for city Clerk Treasurer where allowed, as appropriate.

Assist in maintaining official records and documents.

Organize and index records for easy retrieval, ensuring compliance with record retention policies.

Assist in responding to public requests for records and information, ensuring timely and accurate responses.

Customer Service and Reception:

Provide courteous and professional customer service to residents, businesses, and visitors who visit or contact the city office.

Answer inquiries, address concerns, and provide information about city services, procedures, and regulations.

Assist in processing applications, permits, and licenses, ensuring completeness and accuracy.

Direct individuals to appropriate departments or personnel as needed.

Administrative Support:

Assist in maintaining the city's financial records, including accounts receivable.

Prepare and process various forms, reports, and correspondence, ensuring accuracy and adherence to established procedures.

Support the City Clerk-Treasurer in preparing and monitoring the city's budget, financial reports and grant applications.

Perform general office tasks, such as filing, copying, scanning, data entry, and maintaining office supplies.

Clean City Hall weekly including vacuuming, dusting, restrooms, kitchen, offices, council chambers.

Compliance and Legal Support:

Stay informed about local, state, and federal laws, regulations, and requirements pertaining to record keeping and administrative practices.

Ensure compliance with public records laws, open meeting laws, and other legal requirements related to municipal operations.

Assist in responding to public records requests, subpoenas, and other legal inquiries in coordination with the City Clerk-Treasurer and legal counsel.

Qualifications and Requirements:

High school diploma or equivalent (some college coursework in public administration, business administration, or related field is preferred). Springbrook experience is preferred.

Must be bondable.

Previous administrative or clerical experience is desirable.

Strong organizational and time management skills, with the ability to prioritize tasks and meet deadlines.

Excellent attention to detail and accuracy in record-keeping and document management.

Proficient computer skills, including knowledge of word processing, spreadsheet, and database software.

Excellent written and verbal communication skills.

Professional demeanor and ability to maintain confidentiality.

Customer service-oriented with strong interpersonal skills.

Familiarity with local government operations and procedures is advantageous.