



I. IDENTIFYING INFORMATION

JOB TITLE	Deputy City Clerk	WORK LOCATION	City Hall
SUPERVISOR	City Administrator	FLSA STATUS	
DEPARTMENT HEAD	City Administrator	PAY GRADE	3
DEPARTMENT	Administration	EFFECTIVE DATE	January 1, 2024

II. POSITION SUMMARY

Under direct supervision and direction of the City Administrator, this position performs skilled bookkeeping duties including payroll functions, assists with elections, utility billing, assists in the maintenance of official city documents and records, and provides routine information to the public.

III. ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for the utility billing operations including; entering meter readings, billing, collection of accounts, deposit of utility funds, and following up on delinquent accounts.

Responsible for payroll functions as assigned by the City Administrator.

Directs the Frazee Cemetery documents filing and organizing, assisting the Sexton with paperwork duties.

Prepare and enter miscellaneous deposits and city loans.

Enter deposits for Liquor, Event Center and credit card sales.

Prepare and report Sales and Use Tax for city departments.

Process accounts payable.

Assist with committee and Council packet preparation and attend meetings in the absence of the City Administrator.

Maintain knowledge of election laws and assist the City Administrator with coordinating elections.

Assists with the issuance of city licenses and permits as provided by city ordinance (dog licenses, tobacco licenses, liquor licenses, etc.).

Bookkeeping responsibilities as assigned by the City Administrator.

Light office and grounds maintenance and cleaning including, but not limited to, snow shoveling, sweeping, changing light bulbs, etc.

Notarize documents.

Any other duties as assigned by City Administrator.

IV. KNOWLEDGE, SKILLS, AND ABILITIES

Basic knowledge of accounting and bookkeeping practices and procedures.

Knowledge of record management and record retention.

Working knowledge of data privacy as it relates to the release of City data.

Skill and proficiency in the operation of office equipment including dictating equipment, copier, telephone system, and fax machine.

Skill and proficiency in using Microsoft suite software.

High level of written and interpersonal communication skills.

Ability to perform general clerical work requiring a high degree of concentration, organization, and judgment in interpreting practices and procedures.

Ability to deal confidently and effectively with members of the public with a high degree of tact, courtesy, confidentiality and sound judgment, both in person and on telephone.

IV. KNOWLEDGE, SKILLS, AND ABILITIES *(cont.)*

	Self-motivated and organized.
	Ability to coordinate amongst staff multiple projects or tasks.
	Ability to work independently, multi-task, collaborate with other departments, practice good time management and prioritization and use considerable discretion and judgement.
	Expertise in technology related communications.
	Ability to draft correspondence, minutes, reports, and other written material.

V. MINIMUM QUALIFICATIONS

	High school diploma/GED
	A valid driver's license
	Associates degree, diploma or certificate in accounting, executive assistant, administrative assistant, office administration or closely related program or equivalent work experience.
	Three years experience using Microsoft Office or (comparable program), skill in keyboarding/data entry and ability to understand and work with a variety of detailed financial and accounting data in computer files and on paper documents
	Two years experience in general office position.
	Notary or ability to obtain within 1 year.

VI. DESIRABLE QUALIFICATIONS

	Five years experience in utility billing and payroll using accounting software, preferably in a local government unit or comparable public agency.
	Municipal Clerk certification.

This job description is intended to provide a general overview of the position. It is not an exhaustive list of responsibilities, skills or qualifications associated with the role.

Frazee is an Equal Opportunity Employer.