



**City of Park Falls
Position Description for**

CITY DEPUTY CLERK/TREASURER

The City Deputy Clerk/Treasurer reports to the City Treasurer/Finance Director and City Clerk and is responsible for assisting with the general duties associated with the City Administrative Office. The City Deputy Clerk/Treasurer job performance is evaluated by the City Treasurer and City Clerk. This is a part-time position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Collects utility payments and assists with the issuance of utility bills and delinquent notices. Maintains utility accounts and records.
- Collects and receives monies from the public, financial institutions and various City departments. Assists with annual property tax, special assessments, special charges, and room tax collection.
- Assists with all general municipal and special elections in accordance with Federal, State and City elections laws and regulations.
- Prepare and mail invoices to the appropriate entity for services performed by the City.
- Serves as liaison between customers and City's refuse contractor.
- Serves as recorder for, and maintains, all Cemetery paperwork.
- Assists City Clerk with maintenance of all office records in an organized manner.

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- Assists with issuance of City permits and licenses and City park/facility reservations as may be necessary.
- Answers phones, citizen requests for service and other general responsibilities of the City Administrative Office.
- This position is also responsible for other duties, special projects, and responsibilities as assigned by the City Treasurer/Finance Director or City Clerk.

EDUCATION AND/OR EXPERIENCE

High School Diploma or equivalent is required Must be able to do addition, subtraction, multiplication, and division on a daily basis. Two (2) years of municipal accounting or five (5) years general accounting experience is preferred.

Must be bondable according to State Statutes.

Additional continuing education and training may be required.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential performance ability satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

ESSENTIAL PERFORMANCE ABILITIES:

- Ability to use computer-based applications for word processing, financial management (accounting, and spreadsheets) and database management. Must be proficient in the use of Microsoft Windows, Word, Publisher, Excel, Mail Merge, Photo Editor, Internet, email, and PowerPoint.
- Knowledge of accounts payable and general accounting principles and practices, preferably in a municipal setting.
- Ability to effectively administer routine and non-routine activities of the City, analyze and implement policy, manage financial resources, communicate verbally and in written form, build consensus, and manage change.
- Ability to analyze accounting and financial data, prepare reports and maintain accurate records.

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- Ability to access, input, and retrieve information from computer systems, along with the ability to learn and operate software programs, as necessary, to conduct business processes efficiently and effectively.
- Ability to share information readily between city administration, public works, police, fire/ems, building inspector/assessor, library and other city staff.
- Requires strong interpersonal skills and the ability to work closely and courteously with the city staff, general public, Mayor and City Council. Requires ability to maintain clear and concise records and to manage information using effective record and file organization. Word processing using correct English grammar and spelling is required. Requires ability to initiate and receive correspondence using the City telephone and electronic mail systems. Requires the use of other office equipment and tools, such as; copiers, fax machines, computers and calculators. Requires knowledge of modern office practices.
- This position requires the ability to multi-task and manage interactions appropriately with the public, Mayor and City Council and co-workers.

PHYSICAL DEMANDS/WORK ENVIRONMENT

Requires prolonged sitting, frequent bending, stooping or stretching. May require lifting up to 30 pounds. Requires eye-hand coordination and manual dexterity.

Requires the ability to distinguish letters and symbols. Requires the ability to adjust and operate office equipment. Hearing is required.

Work is generally performed in an indoor, climate-controlled, non-hazardous environment.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The City of Park Falls is an Equal Opportunity Employer

I have read and acknowledge receipt of the above job description:

Name _____

Date _____