

CITY OF CASTLE ROCK JOB DESCRIPTION

TITLE: DEPUTY CLERK I
REPORTS TO: Clerk-Treasurer and Mayor
CBA: Teamsters Clerical bargaining unit
FLSA: Non-exempt

SUMMARY

The Deputy Clerk I is primarily responsible for providing support functions for both clerical and financial accounting duties within the Clerk-Treasurer's office. This position provides assistance to the public, city staff and others, as needed. The Deputy Clerk I prepares accounts payable vouchers, processes utility payments, prepares accounts receivable statements, maintains grant and loan files, prepares transcription of city council minutes, prepares cash reports, bank reconciliation, daily reconciliation of credit card payments and cash drawer, maintains files for records management and retrieval. The Deputy Clerk I performs duties as the office receptionist responsible for answering multi-line telephone and assisting the public with questions.

ESSENTIAL JOB FUNCTIONS

- Perform all duties as prescribed by law or as directed by the City Clerk-Treasurer.
- Answer telephones
- Use various office equipment including, but not limited to: base radio, calculator, copy machine, computer, facsimile, postage meter, electric typewriter and other general office machines.
- Issue various types of permits; building, business license, rights of way, etc.
- Prepare and file monthly and quarterly tax reports
- Accept and process account receivable payments in accordance with Washington State BARS accounting principles and internal policies within the Clerk-Treasurer's office. (Example: utility payments, retail water sales, utility deposits, boat launch parking permits, sale of photocopies, utility tax payments, franchise fees, etc)
- Complete documentation for new and outgoing utility customer accounts, assist with pursuing collection of delinquent accounts and assist utility customers with questions pertaining to account balances.
- Perform a daily reconciliation of cash drawer and credit card payments.
- File and maintain various documents, such as payment vouchers, interlocal agreements, contracts and other city records.
- Respond to requests for information from the general public, outside agencies, city staff and officials.
- The ability to use in a proficient manner software programs which include: Vision (Utilities, Financial, Payroll, Cash Management, Invoice Cloud) and other programs such as Microsoft Word, Microsoft Excel, PowerPoint, Publisher, VenTek, Elavon and Internet applications.

- Develop and maintain spreadsheet programs.
- Prepare account payable vouchers, assigning proper State of Washington BAR coding, verifying expenditures and obtaining proper endorsements prior to payment in accordance with city policy.
- Maintain grant and loan project files in accordance with Washington State accounting practices and agency contract agreements.
- Prepare correspondence, memoranda, and other documents from rough drafts, tape transcriptions or via oral instruction.
- Process and maintain confidential information.
- Work within established guidelines, policies and procedures.
- All other duties that may be assigned.

EDUCATION AND EXPERIENCE

- High School diploma, or General Educational Development (GED);
- College credits or degree in accounting or business management, or any combination of accounting and business training and experience that provides the required and desired skills and knowledge of generally accepted accounting principles (GAAP) or Washington State BARS principles and government business operations is preferred;
- At least two years of increasingly responsible and varied secretarial, accounting and administrative employment experience within a municipal or banking organization
- Valid Washington State Driver's license.
- At least one (1) year of customer service experience

Knowledge of:

- Modern office programs such as: Microsoft Word, Microsoft Excel, PowerPoint, Publisher
- General office practices such as: file management techniques, operation of electric typewriter, multi-line telephones, computer, printer, facsimile, copier, transcription machine, calculator and other general office machines;
- Principles of mathematics;
- Principles and procedures of record keeping and filing to include both hard and electronic copies;
- English usage, spelling, grammar and punctuation;
- Business letter writing, email communications, and report preparation
- Vision Software programs (Utilities, Financial, Payroll, Cash Management, Invoice Cloud), Outlook Express, email and Internet applications;
- Functions, activities and responsibilities of the City Clerk-Treasurer's office;
- City, State and Federal policies and ordinances regarding accounting principles, zoning/building regulations, Small Works Roster, contracts and bid laws, record management and other assigned functions;
- City organization, operations, policies and objectives;

- Structure and operation of State, County and municipal governments;
- Proficient knowledge of governmental accounting procedures and reporting practices

Ability to:

- Exercise initiative and independent judgment;
- Understand and correctly execute verbal and written instructions;
- Plan, organize and prioritize work assignments;
- Correctly interpret and apply the policies and procedures to the function to which assigned;
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities
- Work independently;
- Operate a variety of office machines including a computer and appropriate software programs;
- Review and monitor a variety of budgetary/financial information;
- Perform mathematical calculations quickly and accurately;
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain cooperative working relationships with those contacted in the course of work including employees, elected officials and agencies.
- Perform work assignments completely and with accuracy.
- Excellent time management and multi-tasking skills to meet designated timelines;
- Prepare finished documents from drafts or notes;
- Make decisions in accordance with established written and/or verbal policies and procedures;
- Demonstrate courteous and professional communication skills and use good judgment in assisting with public contacts;

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is generally performed while standing or sitting in an office environment. Noise level in the work environment is moderate. Requires the ability to sit, use hands to write and effectively operate computers and a variety of office equipment. Prolonged exposure to a computer monitor. Physical activities require sitting, talking, seeing, bending, walking, hearing, reaching, grasping, repetitive motions of hand/wrists, keyboarding. Occasionally employee is required to climb or balance, stoop, kneel, crouch, twist and lift objects up to 35 lbs.

****DISCLAIMER: LISTING IS FOR PURPOSES OF EXAMPLE ONLY AND IS NOT INTENDED TO BE ALL-INCLUSIVE. INDIVIDUAL IS EXPECTED TO PERFORM ANY ADDITIONAL DUTIES REQUESTED, INCLUDING WORK IN OTHER FUNCTIONAL AREAS TO COVER ABSENCES OR RELIEF, TO EQUALIZE PEAK WORK PERIODS OR TO OTHERWISE BALANCE THE WORKLOAD.**