

City of Castle Rock

Job Description

Title	Deputy Clerk I
Reports to	Clerk-Treasurer and Public Works Director
Department	Job shared: Finance and Public Works
CBA	Teamsters Clerical Bargaining Unit
Status	Full-time
FLSA	Non-exempt

Summary

The Deputy Clerk I position is a shared position between the Finance and Public Works departments and is primarily responsible for providing support functions for both clerical and financial accounting duties within the Finance Office as well as providing a variety of professional administrative support duties for the Public Works Director to optimize workflow within both locations.

Finance Office: This position aids the public, city staff and others, as needed, and has both assigned and independent duties. 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 reconciliations, daily reconciliation of credit card payments and cash drawer, maintains files for records management and retrieval, and maintains supplies. The Deputy Clerk I performs duties as the office receptionist responsible for answering a multi-line telephone and assisting the public with questions.

Public Works: Examples of duties include assisting with grant applications, file management, transcribing minutes, data research, assisting with budget preparation, serve as office receptionist, assist with public inquiries or requests for service, prepare and disseminate correspondence, memoranda, and forms, assist the Public Works Director in completion of various state reports and maintain various project files.

Essential Job Functions

Finance Duties

- Issue various types of permits such as building, business license, rights-of-way, etc.
- Prepare and file monthly and quarterly tax reports.
- Receive various revenue payments, recording appropriately per WA State BARS requirements.
- Process special event permit applications.
- Record expenditures and reimburse petty cash.
- Complete documentation for new and outgoing utility customer accounts, assist with pursuing collection of delinquent accounts, assist utility customers with questions pertaining to account balances, and update contact information.
- Perform a daily reconciliation of cash drawer and credit card payments.
- Prepare account payable vouchers, assigning proper State of Washington BARS coding, verifying invoice accuracy, and obtaining proper endorsements prior to payment in accordance with city policy.

Public Works Duties

- Maintain weekly job record.
- Support and facilitate the completion of various reports (i.e., Washington State Department of Health and Washington State Department of Ecology.)

- Assist the Public Works Director in the completion of formal grant and loan applications and presentations.
- Maintain and clean Public Works Administrative Office.
- Maintain ongoing programs such as cross connection, small works roster, sidewalk, and site obstruction issues for the Public Works Department.

Other Job Functions

- Provide excellent and friendly customer service.
- Initial point of reference for queries, requests, or issues integral to administrative and clerical issues.
- Perform all duties as prescribed by law or as directed by the Clerk-Treasurer and Public Works Director.
- Answer multi-line telephone and directs calls, takes messages, or assists, when necessary and appropriate.
- Familiarity with Finance, Public Works, and City-wide operations and facilities.
- Use various office equipment including base radio, 10-key calculator, copy machine, computer, facsimile, postage meter and other general office machines.
- Develop and maintain spreadsheets and presentations.
- Develop and maintain a functional filing system.
- Maintain levels of office supplies, placing orders as needed.
- Communicates citizen requests, complaints, or safety issues to appropriate supervisor for corrective action.
- Provide administrative support.
- File and maintain various documents, such as payment vouchers, interlocal agreements, contracts, grants, and other city records.
- Respond to requests for information from the public, outside agencies, city staff and officials.
- 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.
- Ability to maintain confidentiality of sensitive information.
- Work within established guidelines, policies, and procedures.
- All other duties that may be assigned.

Supervision Received & Exercised

Supervision received from Public Works Director, Clerk-Treasurer, or Lead Deputy Clerk in the absence of the Clerk-Treasurer.

No supervisory responsibilities.

Education & Experience

High School diploma, or GED, and at least one year of responsible customer service, accounting experience, or any combination of education and experience which would provide the applicant with the desired knowledge, skills, and abilities required to perform the duties of the job. Government and/or banking experience is preferred.

Necessary Knowledge, Skills and Abilities:

- A. Knowledge of computers and electronic data processing.
- B. Knowledge of modern office practices and procedures; demonstrated ability to operate all office equipment at an acceptable level of proficiency.
- C. Knowledge of governmental accounting principles and practices.

- D. Knowledge of City, State, County organizations, structure, operations, policies, and objectives.
- E. Knowledge of Washington State BARS is preferred.
- F. Knowledge of principles and procedures of record keeping and filing to include both hard and electronic copies.
- G. Skill to operate listed tools and equipment.
- H. Strong and accurate mathematical skills; ability to perform mathematical computations accurately and quickly.
- I. Ability to communicate effectively verbally and in writing.
- J. Ability to understand and follow oral and written instructions.
- K. Ability to work independently with little or no supervision.
- L. Ability to maintain accurate written records.
- M. Ability to maintain confidentiality of sensitive finance department information.
- N. Ability to establish and maintain successful working relations with elected officials, supervisors, employees, vendors, and the public.
- O. Ability to work accurately under pressure and meet deadlines with frequent interruptions.
- P. Ability to physically perform essential job functions.

Additional Abilities

- Ability to make decisions using sound judgement in accordance with established policies and procedures.
- Demonstrate proficiency with Microsoft's Excel spreadsheets and Office suite and become proficient with job-related software.
- A Washington State Labor and Industries First Aid/CPR card is preferred.
- Work effectively independently and as part of a team.
- The ability to operate a 10-key calculator by touch at a minimum of 10,000 KPH with 100% accuracy is preferred.
- The ability to type at 60 WPM with 100% accuracy is preferred.

Special Requirements

- Must be bondable.
- Must have and maintain a valid Washington State Driver's License, with an acceptable driving record.
- Must pass a pre-employment drug and alcohol screening, and background investigation.

Tools and Equipment Used

Personal computer and/or laptop, including MS Office and Google word processing and spreadsheet software and internet applications; 10-key calculator, multi-line phone, copy machine, postage machine, desk scanner, base radio, and other general office equipment.

Physical Demands

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.

While performing the duties of this job, the employee is frequently required to sit or stand and talk or hear. The employee is occasionally required to walk and climb stairs; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms. Additional physical activities include seeing, bending, walking, grasping, repetitive motions of hands, wrists, typing, crouching, stooping, kneeling, twisting, and lifting.

The noise level in the work environment is moderate. Prolonged exposure to a computer monitor.

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Selection Guidelines

Formal application, rating of education and experience; oral interview and reference check; job related tests might be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position of the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.