

CITY OF REPUBLIC

DEPARTMENT: City Hall

TITLE: Deputy Clerk

REPORTS TO: Clerk-Treasurer and Mayor

POSITION PURPOSE:

The primary function of an employee in the position of Deputy-Clerk is to provide administrative, clerical and technical support for the City Hall. The Deputy-Clerk shall come in contact with the general public that will require certain skills and discretion of communication dealing with those citizens. The Deputy-Clerk will report to the Clerk-Treasurer and Mayor. Lunch will be one hour.

RESPONSIBILITIES:

The person holding the position of Deputy-Clerk is responsible for clerical tasks including but not limited to composing, typing, filing, creating and modifying documents and spread sheets, balance cash drawer, compute bank deposit, issue business, animal license and building permits and maintaining and applying for grants.. Make all forms available for other personnel in the office. Other responsibilities are receipting payments, monthly billings, turn on and turn off of utilities, garbage issues, change orders on utilities, ordering supplies and equipment, updating Bias program when required. Receiving and processing mail, maintaining inventory records and maintaining City Hall email incoming and outgoing. Authorized to sign on the Washington Federal Bank accounts (usually after six months' probation) must be bondable. May have to attend City Council meeting(s) requiring recording and drafting minutes. Must be multi tasked oriented.

KNOWLEDGE, ABILITIES AND SKILLS:

The person applying for the position of Deputy Clerk for the City of Republic must possess basic reading, writing and arithmetic skills, must also have working knowledge of computers, basic data entry skills and Microsoft Office 2010. The Deputy Clerk must also have a professional appearance and professional verbal communication and writing skills. He/she must have at least one year of clerical working experience. Grant writing experience is a preferred but not required.

All employees must undergo a thorough background check, be fingerprinted and photographed, if required.

EDUCATION AND REQUIREMENTS:

A High School diploma or the equivalent if required. He/she must also have at least two years of extensive clerical/office experience. The person applying must not have a criminal record.

NATURE OF WORK AND PHYSICAL AND MENTAL DEMANDS:

1. Must have the ability to sit at a workstation for extended periods.
2. Must have the ability to stand, walk, drive, (some local and long distance travel may be required), reaching and lifting up to 25lbs and 35lbs occasionally.
3. Must be able to maintain harmonious working relationships and communication throughout the organization and with other agencies and departments.
4. Must have the ability to gather and sort relevant information from various sources and records and documents that require filing.
5. Must have the ability to read, write and respond to a variety of documents, including correspondence, emails and other informative materials.
6. Must have the ability to communicate, deal directly with a apply common sense in dealing with various type of individuals that have been in the criminal law system and are not possessing educated communication skills.
7. Must have the ability to work independently, productively and energetically without supervision.
8. Must have computer (Word & Excel) skills and software knowledge.
9. Must possess a valid Washington State Driver's License.
10. Must be flexible with hours.

Employee _____ Date _____

Department Head _____ Date _____