



**CITY OF CRETE
DEPUTY CITY CLERK/TREASURER**

Job Status: Non-Exempt; Full-time

Reports to: City Clerk; City Administrator

**Supervisory
Responsibilities:** NONE

I. GENERAL FUNCTIONS

Serve as an assistant to the City Clerk/Finance Director and City Administrator. Assists with Council and Committee Meeting activities, agendas, meeting minutes, notices, and publications. Assists in maintaining record as required, conforming with state records statutes and standards. Directs calls and inquiries to the proper department/individual. Notifies Clerk and Administrator of requests for services, records, complaints, and assistance. Assists with GL, AP, AR, Budgeting, Audit Reporting and other accounting functions associated with the Clerk's Office. Respond to the needs of the public that visit the City Clerk's Office.

II. ESSENTIAL DUTIES & RESPONSIBILITIES

1. Performs administrative work conducting the daily business activities of the city including financial management and statutory clerk functions.
2. Efficiently and properly maintain all City records, records of minutes, resolutions and ordinance on a computer system. Utilize the computer efficiently when required (includes, but not limited to WORD, Accounting program and Excel).
3. Efficiently assist with accounts payable, including all City Departments. This includes inputting department invoices into the computer, printing out compiled data and distributing to the Finance Committee before every Council meeting. Print out and distribute payment checks, attach claims and then file.
4. Efficiently assist with accounts receivable (writing receipts for all incoming monies, organizing and recording all transactions, receiving all City Department monies except for utility service income, and make deposits.
5. Efficiently manage City billings for licenses and occupation taxes (includes billing and collecting liquor/occupation/tobacco licenses, fireworks/plumber/electrical taxes.
6. Annually tax all insurance providers, keeping accurate records by computer and by ledger, etc.
7. Compiles information for Auditors
8. Record city meetings; transcribe and edit notes, research and clarify information on topics as needed for clear and complete records of proceedings, prepare and distribute minutes, as directed. Occasional attendance at day or evening meetings will be required.

9. Assure the appropriate legal notice is given for all meetings of the city council and boards and commissions, prepare weekly meeting update/agendas and distribute to press, council members and other interested parties.
10. Cooperate with county election officials to conduct elections.
11. Represents City as liaison between various public and private entities and agencies.
12. Meet the public either in person or by telephone, giving information based upon regulations or records. Effectively communicate with persons of various ethnic backgrounds, educational levels, and communication abilities using pictorial, verbal and written media, in a clear, concise manner. Be able to successfully mediate and negotiate disputes and compromises between various persons while courteously, tactfully, and impartially enforcing all relevant regulations.
13. Efficiently manage other legal and city financial transactions as needed (1099's and Handicap Permits, etc.)
14. Effectively respond to other assignments from City Clerk/Finance Director and City Administrator.
15. Effectively maintains confidentiality.

III. OTHER NON-ESSENTIAL DUTIES

- Other duties as assigned

IV. REQUIRED KNOWLEDGE, SKILLS, ABILITIES

1. Ability to efficiently read, write, and speak English.
2. Effectively operate a computer with proficiency in word processing and spread sheet programs.
3. Knowledge of the principles, methods, and practices of finance, budgeting and accounting.
4. Ability to analyze administrative problems and situations and to present appropriate facts and recommendations concisely in written or oral form.
5. Ability to communicate effectively both orally and in writing.
6. Ability to effectively work with people of all ages, disability, and backgrounds and communicate effectively, orally and in writing, in diverse situations.
7. Maintain a working understanding of City of Crete government policies and procedures.
8. Ability to work independently.
9. Shall be committed to the community, be fair, honest, ethical and transparent, and embody the City of Crete's Mission Statement and Core Values.

V. DESIRABLE TRAINING AND EXPERIENCE

Any combination of work experience and training that allows the essential duties and responsibilities of this position to be achieved. Preference will be given to job applicant documenting successful experience in like or similar positions, and who are computer literate.

VI. MINIMUM QUALIFICATIONS

1. Must be at least 21 years of age
2. Have high school diploma or GED
3. Must be able to legally work in the U.S

VII. NECESSARY SPECIAL REQUIREMENTS

1. None

VIII. WORKING CONDITIONS & PHYSICAL EFFORT

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

The physical demands described 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.

IX. OTHER

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee Acknowledgment of Job Description

This job description supersedes all previous job descriptions written for this position. I understand that this is a description of my current job duties and responsibilities. I understand that neither this nor the City's Personnel Manual is a contract for employment.

Employee Signature

Date

Supervisor Signature

Date

Last Revised: April 2021