



Job Description: Deputy Clerk/Treasurer

Supervised by: City Clerk and City Treasurer
Supervises: no supervisory responsibilities

Position Summary:

Under the supervision of the City Clerk and City Treasurer with oversight from the City Manager, performs a wide range of clerical and administrative support functions for the Clerk/Treasurer's office. Maintains accurate files and public records, assists in tax preparation and collections, and participates in the organization and conduct of elections. Performs the work of the City Clerk or Treasurer as delegated or in that official's absence.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential job functions. These examples do not include all of the duties the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Assist in conducting elections, including assembling and disassembling election equipment, preparing and performing accuracy tests, updating the voter registration database, training personnel and volunteers, and recording results. Oversee and administer the absentee ballot process, recording, distributing, and filing absentee ballots.
2. Assist in arranging and preparing meeting agendas and meeting materials for various City meetings. Attend meetings as required, and record and prepare minutes as needed. Prepare and process paperwork and correspondence related to action taken at the meetings. Required meetings include Planning Commission and Zoning Board of Appeals; others may be assigned as needed.
3. Assist with tax billing, collection, and settlement. Prepare mailings, respond to mortgage company requests for information, process ACH payments, and generate reports.
4. Assist with accounts payable and processing/ mailing checks, process 1099s for vendors.
5. Prepare quarterly and year-end payroll reports, balance and process W-2 for employees.
6. Assist Department of Public Works with issuing rights-of-way permits.
7. Assist the City Clerk with processing special event applications and follow up with applicants as necessary.

8. Process permits and reports for the Michigan Department of Transportation as necessary.
9. Assist the City Clerk and City Treasurer with grant administration and reporting as necessary.
10. Assist the City Clerk and City Treasurer with records retention and Freedom of Information Act requests; track expirations of City contracts and other documents.
11. Update the City's website as necessary.
12. Assist with Redevelopment Ready Communities document development and updates.
13. Assist with researching and drafting City ordinances, resolutions, and policies for approval.
14. Provide front-desk service and assistance, receipt payments, and provide general assistance to customers including handling customer complaints. Prepare and process correspondence, records, documents, reports, and information requests. Type, perform data entry and financial tasks, maintain a complex filing system and complete clerical projects as assigned. Screen and direct telephone calls and visitors to City Hall.
15. Assist in balancing daily cash drawers and troubleshoots imbalances. Assist with preparing daily deposits.
16. Assist with maintaining cemetery records including lot sales, burial permits, marking graves, and contact with funeral homes.
17. Receive cross-training and perform the duties of other front office staff as operational needs demand.
18. Perform related work as required.

Required Knowledge, Skills, Abilities, and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- A college degree in finance, accounting, public administration, business management, or a related field
- Minimum of five years of experience in bookkeeping, accounting, or other financial-based clerical duties; preference will be given to those individuals with municipal finance experience

- Preference will be given to those individuals who have the following certifications: Michigan Certified Elections Administrator, Michigan Certified Professional Treasurer (MiCPT), Certified Michigan Municipal Clerk (CMMC), Certified Municipal Clerk (CMC), Master Municipal Clerk (MMC), or Certified Public Finance Administrator (CPFA)
- Capable of being bonded and successfully pass a background and credit check
- Thorough knowledge of the principles, methods and techniques of bookkeeping, accounting, internal controls, and financial reporting
- Considerable knowledge of computer software including accounting and spreadsheet applications
- Considerable knowledge of governmental fund accounting
- Considerable knowledge of election laws and voter registration
- Considerable knowledge of the statutory requirements and practices of public records management and retention
- Knowledge of the City Charter, related ordinances, and the policies, procedures, and regulations governing municipal government
- Knowledge of the organization, structure, operations, and procedures of municipal government, and the functions of various departments to effectively assist the public
- Skill in preparing, maintaining, and updating records and documents and compiling and evaluating complex financial data and preparing comprehensive and accurate reports
- Skill in operating basic office equipment and technology including computers and related financial, word processing, spreadsheet and database software
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with other employees, elected officials, governmental agencies, the media, vendors and other external contacts and the public
- Ability to train and supervise personnel and volunteers involved with elections
- Ability to understand and follow complex oral and written instructions, prioritize demands, and work independently
- Ability to communicate effectively, manage multiple tasks, meet deadlines and adhere to detailed processes and procedures
- Ability to record and transcribe meeting minutes and type with accuracy

- Ability to establish and maintain effective working relationships and use good judgment, initiative, and resourcefulness when dealing with the public
- Ability to exercise a high degree of diplomacy in contentious or confrontational situations
- Ability to maintain attention to detail, critically assess situations, problem-solve, and work effectively under stress, within deadlines and changes in work priorities
- Ability to work outside of regular office hours and attend evening meeting as required

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the 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 regularly required to talk, hear, walk, stand, reach with hands and arms, use hands to fingers, handle or feel, and to view and produce written and electronic documents. The employee is frequently required to sit, and travel to other locations. The employee is occasionally required to stoop, kneel or crouch. The employee must occasionally lift and/or move objects of light weight.

While performing the essential duties of this job, the employee regularly works in a business office setting. The noise level in the work environment is usually quiet.

The employee is expected maintain an appearance and demeanor that demonstrates the professionalism of the City and the employee's commitment to public service. For this reason, the employee is expected to report to work each day with the appropriate appearance, attire, and demeanor for the position. Attire should be consistent with job responsibilities for the day and should not jeopardize the safety of the employee or distract others, but should be in keeping with the image of a professional organization.