

City of Marquette, Iowa
Job Description
Deputy Clerk

Works under the general direction of the City Manager/Clerk to perform a variety of administrative, financial, office and clerical tasks. Principal duties include all aspects of the utility billing and payment processing; payroll processing; receiving money, processing deposits and checks. Position performs receptionist work and administrative support for the Mayor, City Manager/Clerk and other City employees as needed. Position serves as City Clerk in the absence of the City Manager/Clerk. Position has considerable direct contact with the public and needs to use a great deal of discretion.

Duties include assisting with the following:

- Provide quality customer service with a positive attitude while performing duties of receptionist: answering the telephone; greeting visitors/customers to the City's administrative offices; sort and distribute mail to proper departments; delivers mail to Post Office.
- All aspects of the utility billing process, including but not limited to: coordinating with meter reader and downloading meter readings, preparation of utility bills, receipt and proper tracking of utility payments, reconciling account, following up on delinquent accounts, and maintain accurate financial and customer records.
- Various financial tasks, including but not limited to: receipt of payments to city, process accounts payable including entering information in general ledger, preparation of checks approved by the City Council, make routine bank deposits, issues receipts, track financial transactions, reconcile city's records with bank statements, prepare financial reports.
- All functions related to payroll including maintain vacation and sick leave records for each employee, processing payroll, completing monthly and quarterly reports for IPERS, Social Security, Federal and State Withholding and Unemployment, issuing required tax papers such as W-2 and I-9's.
- Coordinate the building permit process with the Mayor and City Manager/Clerk;
- Coordinate with the City Manager/Clerk to process alcohol, cigarette, and other permits to assure an accurate review and processing.
- Receive and respond accurately to inquiries from the public; research city ordinances, resolution, and other sources to assure accurate response. Communicate with the public verbally, in writing and e-mail.
- File various documents and records to allow for efficient retrieval and in a manner consistent with policy and the Iowa Public Records law.
- Research of a variety of topics when requested by the City Manager/Clerk.
- Fulfills the routine functions of the City Clerk in his/her absence.
- Performs related work as required or assigned.

Knowledge, Skills and Abilities:

- High School diploma, college degree preferred.
- A minimum of one year of office experience is required, government experience is preferred.
- Ability to provide quality customer service with a positive attitude.
- Ability to establish and maintain effective working relationships with other employees and the public.
- Considerable knowledge of modern office practices and equipment including computer experience (Microsoft Word, Excel, and Outlook; use forms and reports on the internet; search information on the internet). Competent typing skills.
- Knowledge of accounting regulations, procedures, and operations or the ability to acquire such knowledge within a reasonable training period; and ability to apply bookkeeping principles to the maintenance of utility accounting records.
- Knowledge of business English, spelling and punctuation; must be able to read, write and comprehend the English language as needed to communicate effectively with supervisor, elected officials and the public.
- Some knowledge of State laws affecting the operation and administration of City activities, or ability to obtain knowledge of such laws.
- Ability to acquire knowledge of the policies, procedures and services of the City within a reasonable training period, and explain those to affected audiences.
- Ability to understand and carry out oral and written instructions.
- Ability to organize routine work schedule, and to operate in an environment with frequent interruptions with varied assignments.
- Required ability to work independently after instruction.