

CITY OF WALNUT, IOWA

DEPUTY CITY CLERK

Reports To: City Council
Department: City Hall
FLSA Status: Non-Exempt

POSITION SUMMARY

Under the direction of the City Clerk, assists in the operation of City Hall including the financial operation of the City according to duties set forth in State law and City ordinances.

ESSENTIAL JOB DUTIES

- Assists in daily operation of City Hall.
- Represents the City in direct contact with citizens on a daily basis.
- Receives and follows-through with complaints from citizens.
- Answers questions and explains City policy.
- Assists with the evaluation and review of all departmental expenditures and receipts using calculator, worksheets, and State forms.
- Assists with the preparation of the agenda for each Council meeting.
- Assists with the maintenance of records.
- Assists with the preparation of legal notices for publishing.
- Assists with the management of the utility office.
- Analyzes financial operations of utilities.
- Assists with the preparation of bank deposits.
- Advises delinquent customers on payment options.
- Assists with the preparation and maintenance of payroll records.
- Assists with the maintenance of the City's website.

Passed and adopted June 5, 2003

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

- Knowledge of and ability to accurately apply generally accepted accounting principles.
- Knowledge of and ability to competently perform basic business mathematics, including addition and subtraction; multiplication and division; and the ability to accurately calculate percentages and apply mathematical and statistical formulas.
- Ability to maintain accurate and detailed records.
- Ability to proficiently operate a variety of office machines and equipment, including computer, typewriter, fax machine, copier and telephone.
- Ability to work independently and in consultation with other public officials, boards and commissions.
- Ability to interact and exchange information with the public and other City officials in a courteous manner.

ENTRY REQUIREMENTS

Education/Training: High School Diploma and work experience or an equivalent combination of education, training, and experience that provides the knowledge, skills, and abilities necessary to perform the essential functions of the position.

WORK ENVIRONMENT

Most work is performed indoors in an office setting.

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1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.
 2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employees and incumbent are encouraged to discuss possible accommodations with the City.
 3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
 4. The City reserves the right to change or reassign job duties or combine positions at any time.



Mayor's Signature

3-29-18

Date