

City of Avoca

Deputy City Clerk

Department/Office: City Clerk's

Salary Range: \$17.00 - \$20.00 Hourly

Benefits: Health Insurance, IPERS Retirement, Vacation Leave, Sick Leave

Union Position: No

Civil Service Status: No

FLSA Status: Non-Exempt

Position Overview

The Deputy City Clerk performs a variety of professional, administrative, financial, and technical tasks under the supervision of the City Clerk and City Administrator. This role demands accuracy, confidentiality, proficiency in various office functions, and effective communication with city officials, staff, and residents.

Essential Duties and Responsibilities

- Attends City Council meetings; records proceedings and prepares official minutes, ordinances, resolutions, and maintains public records.
- Prepares, distributes, and manages City Council meeting agendas and supporting documents.
- Ensures compliance with legal requirements related to public notices, publications, and postings.
- Authenticates city records and documents, verifying proper publication and record-keeping.
- Assists in enforcing and executing city directives, policies, and operational standards.
- Issues and maintains permits and licenses, such as liquor, cigarette, pet, and peddler licenses.
- Gathers, interprets, and compiles data for studies, reports, and recommendations.
- Manages internal control procedures, maintains accurate financial records, and prepares detailed financial reports.
- Supports various city boards and committees, ensuring adherence to publication and record-keeping requirements.
- Assists with accounts payable processes, including claims entry and issuing timely payments.
- Maintains and updates cemetery records and perpetual care documentation.

- Provides customer service by answering phones, greeting visitors, and addressing public inquiries.
 - Processes utility service orders, billing, collections, and related customer interactions.
 - Balances daily cash receipts, prepares deposits, and handles various payment methods.
 - Orders and maintains supplies as requested by city departments.
 - Processes payroll entries and maintains accurate utility billing records.
 - Assists with preparing annual financial reports, budgets, and debt management records.
 - Performs other related duties as assigned.
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Minimum Qualifications

- High school diploma or GED required.
 - Completion of at least 60 hours of college coursework in mathematics, accounting, or general office practices.
 - Minimum of two (2) years of relevant office experience or an equivalent combination of education and experience.
 - Proficiency in Microsoft Word and Excel; prior collections experience is beneficial.
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Knowledge, Skills, and Abilities

- Comprehensive knowledge of modern office practices, record management, basic accounting, billing, and collections.
 - Proficient use of standard office equipment, relevant software applications, 10-key calculator, and base radio.
 - Strong numerical and arithmetic skills for accurate financial transactions.
 - Ability to interpret and apply procedural guidelines and make sound judgments.
 - Excellent interpersonal skills, capable of effectively managing challenging situations and customer interactions.
 - Strong communication skills, both written and verbal.
 - Ability to work independently, efficiently, and maintain confidentiality of sensitive information.
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Physical Demands

- Primarily office-based role requiring frequent sitting, occasional walking, and handling of office materials.
- Occasional lifting or moving items weighing up to 25 pounds.
- Requires close visual acuity and the ability to adjust focus for detailed work.

Work Environment

- Quiet, indoor office environment.
- Occasional exposure to challenging interpersonal interactions.
- Regular attendance and punctuality are essential.
- May require irregular hours to accommodate City Council meetings and project deadlines.

Selection Process

- Submission of formal application and resume.
- Evaluation of educational background, relevant experience, and qualifications.
- Oral interview, background and reference checks, and potential job-related assessments.

This job description provides an overview of typical duties and responsibilities. It is not exhaustive nor constitutes an employment contract. Duties may be modified as necessary by the City.