# CITY OF NASHUA

CITY HALL \* P.O. BOX 38 \* 402 MAIN ST \* NASHUA, IA 50658 \* PHONE 641-435-4156

Job Description - Deputy/Utility Clerk

Title: Deputy/Utility Clerk

Status: Regular PT – 25 Hours/Week

Status: Regular FT - 40 Hours/Week

Job Summary

**Provide assistance to the City Clerk in the principal activities associated with daily business with City Officials and citizens; Ensure that City Clerk's Office continues to operate efficiently and effectively in the absence of the City Clerk.**

**Job Functions**

The duties of the job would include, but are not limited to these areas:

Deputy/Utility Clerk Duties

1**.** Remove all items from drop box daily (payments, community room keys)

2**.** Picks-up and sorts the daily City Hall mail

3. Opens and distributes mail

1. Manage golf cart, fireworks, building, excavating, special and peddler permits

5. Processes applications for Iowa Beer and Liquor Licenses to comply with City ordinances and state regulations; issues and maintains record of cigarette, insurance licenses

6**.** Manage and order office supplies/cleaning supplies for City Hall and the Welcome Center

7**.** Handle citizen's request for copies, payments, complaints, questions, etc

8.Answers routine questions by phone and in person; directs special requests to appropriate party

9. Schedule Park shelter reservations, collect and deposit fees in bank

10.Process accounts receivable, prepare and make bank deposits and balance cash drawer daily

11. Oversees operations of telephone and copier equipment

12.Oversees maintenance of and recommends and implements changes to Social Media

13**.** Posts informational meetings, activities, closings etc on Social Media.

14**.**  Assists City Clerk in establishing and maintaining a filing system

15. Assist in implementation and conversion of new operating systems

16. Prepare monthly utility billing and mail according to City Ordinance, providing Clerk with postage amount needed

17. Refer re-reads to People Service water department in a timely manner

18. Process all citizen utility payments for computer entry, prepare and make bank deposits daily

19. File and maintain utility records, including meter reading books and billing stubs

20. Manually input meter reads and down load meter reads

21. Prepare documents for new customers and determine water deposits

22. Prepare, maintain, and mail monthly water bills by the 1st business day of the month.

23. Prepare, maintain, and mail public utility late billing notices and surveys as prescribed by law

24. Prepare and maintain red tags, shut offs/turn ons

25. Maintain and assign recycling/trash bins

26. Ordering, selling, and collecting payments of recycling/trash bags.

27. Prepare and complete delinquent reports and reconciliation reports monthly and present to council

28. Handle pay agreements, small claims, and liens for delinquent utility bills according to law.

29. Handle customer inquiries and complaints in a polite and professional manner

30. Fill in for City Clerk when absent from the office as well s taking minutes when City Clerk is absent from a council meeting.

31. Routine office tasks such as answering phone and operating fax machine.

32. Dispatch trouble calls and other duties requested by customers

33. Maintain Petty Cash, replenish as needed

34. Light cleaning as needed

35. Calculate hours and issue Payroll check to personnel and prepare all reports.

36. Prepare, maintain, and deliver HSA check to bank

37. Prepare, complete, maintain and present a copy of the Delinquent Customer Report monthly.

**Chain of Command**

Under the general direction of the City Clerk, then Mayor, then Council Member. Council Member only has authority to bring problem to attention of the entire Council at the next meeting absent emergency circumstances.

**Working Conditions and Qualifications**

Inside office work performed under controlled conditions, but with occasional humidity, poor ventilation and noise. Occasional climbing, stooping, reaching, and handling activities. Requires the ability to converse using verbal and listening skills with citizens, customers, vendors, staff, Council and Mayor. Requires clerical forms, numerical and verbal perception. Minimal physical strength requirements involving moving, lifting, pushing, carrying, and pulling objects weighing up to 25 lbs.

Must have High School General Education Diploma or equivalent. Some knowledge and/or training in office environment preferred. No experience required but is preferred. Must be able to type 40 WPM, operate a calculator and know how to use a computer. Must have good organizational skills, be a self starter and able to interact with patrons and city officials. Must be bondable and comfortable handling cash and checks and accurate financial and verbal record keeping. A basic knowledge of windows software is preferred.

**Disclaimer**

All duties and requirements in this job description have been determined by the employer to be essential job functions and are consistent with ADA requirements and representative to the functions that are necessary to successful job performance. They may not however reflect the only duties performed. Employees in this job class will be expected to perform other job-related duties when it can be reasonably implied that such duties do not fundamentally change the basic requirements, purpose, or intent of the position.

Deputy City Clerk will act only in the physical absence of the City Clerk with specific instruction from the City Clerk, Mayor or City Attorney. Physical absence shall mean; out of town at a meeting, job vacancy, on vacation, hospitalized or deceased. Cross training is emphasized.

**Please read and sign**

By signing this document, I acknowledge that I have been provided a copy of this Deputy/Utility Clerk job description, and that I have read and understand the requirements of the job as identified above:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To the best of my knowledge, I am able to perform the essential job functions with or without reasonable accommodations (as listed here).

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