

# **JOB DESCRIPTION**

**Position Title:** Assistant City Clerk

**Department:** Municipal Office

**Supervised by:** City Clerk

## **General Description of Work**

This position requires secretarial and clerical work sometimes complex in nature. Is responsible for carrying out general office procedures and acts in a secretarial capacity to the City Administrator, Mayor and City Council Members. Work is performed with some guidance from administrative superiors, but must be an independent worker. Work is reviewed directly by the City Clerk.

### **Duties**

Duties may include but are not be limited to Accounting, Payroll, Utility Billing, and other Finances. Must have some knowledge of accounting procedures such as accounts payable and accounts receivable. Responsible for doing payroll and keeping accrued time for all employees as well as all necessary reports associated with payroll. Responsible for Utility Billing and all procedures associated with the Utility Billing process such as entering meter readings, new customers and final bills in a computerized program. Making billing adjustments when needed, generating work orders associated with customer complaints and final meter readings. Responsible for gathering information for an accountant to prepare the annual Public Service Commission (PSC) reports. Collects utility bills from customers and deals with the public on a daily basis. Must be familiar with Public Service Commission Regulations. Is also responsible for cash receipting, making bank deposits, and recording all deposits for a monthly financial report. Does any additional work that may be required or requested by supervisor.

### **Skills, Knowledge, and Abilities**

Possesses knowledge of routine office procedures, communication skills, telephone skills, computer skills and the ability to get along with others. Possesses a considerable knowledge of Business English, spelling, punctuation and arithmetic. Has an acquired knowledge of office practices, procedures, and applications with the ability to type with speed and accuracy. Ability to work independently on complex clerical tasks, maintain clerical records and prepare accurate reports. Possesses the ability to exercise good judgment, courtesy and tact in receiving office callers and in making proper disposition of problems. Possesses the ability to maintain confidentiality.

### **Education**

High School Diploma or G.E.D. equivalent. Possesses any equivalent combination of experience and training, which provides required knowledge, skills and abilities.

### **Other Requirements**

Possess a valid Drivers License. Willing to comply with the City of Romney Employee Handbook. Must be able to pass a pre-hire drug screen, and background check.

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Employee: \_\_\_\_\_ Date: \_\_\_\_\_