

POSITION TITLE: **CITY CLERK**
CLASSIFICATION: Administration
REPORTS TO: City Administrator
FLSA STATUS: Non-Exempt
PAY GRADE:

SUMMARY:

Under general supervision, is responsible for cashiering and general clerical work of moderate difficulty; and performs related work as required.

DISTINGUISHING FEATURES OF WORK:

An employee in this position performs cashiering and recordkeeping related to property tax, business license and miscellaneous taxes and fees.

ESSENTIAL EXAMPLES OF THE WORK:

Collects all monies received by the city; issues and records receipts relating to permits, property taxes, business taxes, county sales taxes, beer sales taxes; deposits money into correct bank accounts; splits property tax monies into the various funds.

Processes property tax data by sending delinquency letters, researching property ownership, calculating penalties, maintaining tax cards and pursuing delinquent tax monies.

Processes business license tax data by sending necessary correspondence to businesses, printing new licenses, opening new accounts and following-up on delinquent notices.

Enters data into computer; maintains files and records relating to work performed; using various computer software sorts and manipulates data; prints reports as required by the City Administrator.

Operates a variety of office equipment such as the personal computer, copier, facsimile, calculator, etc. as needed

Performs other duties as assigned.

ADDITIONAL EXAMPLES OF WORK PERFORMED

Oversees the Municipal Court activities, including support of judicial proceedings, collections of fines, penalties, assessments, maintenance of the court logs and computerized accounting systems.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of principles and practices used in office work and good knowledge of the use of personal computers and peripheral equipment.

Ability to properly perform cashiering and clerical work of average difficulty relating to business and personal property and other taxes and fees.

Ability to establish and maintain effective working relations with others.

Ability to express oneself clearly and concisely both orally and in writing.

Ability to pass reasonable fitness and physical standards to safely perform work, if required, as determined by city physician; vision and hearing, normal or corrected sufficient to read, write, distinguish colors, and safely operate equipment used in work; able to lift and carry about 25 pounds, though greater weights may, at times be lifted, carried and/or placed; dexterity and fitness to grasp, bend, stoop, walk, and otherwise perform physical functions of the assignment.

WORK ENVIRONMENT:

Work environment is generally agreeable with good working conditions. Work is conducted in a normal office setting. Noise level is low to moderate.

TRAINING AND EXPERIENCE:

High school diploma or equivalent.

Cashiering and/or bookkeeping experience.

I acknowledge that I have read the foregoing and understand its content.

Signature

Date