



CITY OF ROBINS

**DEPUTY CLERK
PERMANENT PART TIME
M – F 8:00 a.m. – 1:00 p.m.
(25 hours per week)**

DEPARTMENT: City Hall	FLSA STATUS: Non-Exempt
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JOB SUMMARY
Under general direction, perform general clerical and administrative work of more than average difficulty in assisting the City Clerk with administrative functions including responsibility for assigned tasks and related duties as required.

ESSENTIAL DUTIES
<p>Perform and fulfill the routine functions of the City Clerk in his/her absence.</p> <p>Understand and maintain confidentiality of all records.</p> <p>Open, date and distribute mail.</p> <p>Prepare sewer utility bills and mail to users.</p> <p>Monitor records for overdue bills and follow proper procedure for collection. Keep updated list of users.</p> <p>Record sewer payments and deposit at least weekly.</p> <p>Keep record of all receipts and expenditures.</p> <p>Assist in the preparation and administration of Building Permits including documentation to support the permit process.</p> <p>Assist in the preparation of incoming and outgoing mail.</p> <p>Maintain City Directory.</p> <p>Assist in the preparation and filing of accounts payable invoices.</p> <p>Assist in preparation of material for Council, Board, and Commission meetings as needed.</p> <p>Provide positive customer service including answering and routing phone calls, greeting and directing visitors, answering citizen questions.</p> <p>Attend various meetings and create minutes as requested.</p> <p>Act for City Clerk and attend City Council meetings when City Clerk is absent</p> <p>Assist in any general duties that may arise.</p> <p>Duties will require access to and use of privately owned vehicle during working hours. Mileage will be reimbursable at the rate approved by the Council.</p> <p>Duties are constantly evolving and changing and may include handling special projects as assigned.</p> <p>Assist in sending essential information to Robin's residents.</p>

ENTRY REQUIREMENTS
<p>File documents and maintain city file system.</p> <p>Practice maintenance of confidential information.</p> <p>Knowledge of office practices and procedures as they apply to the preparation and care of complex and voluminous files and records.</p>

Knowledge of principles, procedures, and terminology used in financial record keeping.
 Knowledge of the custody of official City documents.
 Ability to maintain records of some complexity and prepare reports for such records.
 Ability to make decisions in accordance with rules and general procedures.
 Ability to analyze administrative problems and situations and to present appropriate facts and recommendations concisely in written and oral form.
 Ability to establish and maintain effective working relationships with other employees and the public.
 Ability to communicate in written and/or oral form.
 Skills in the use of office machines, e.g. computers, copiers, scanners.
 Knowledge of Microsoft Office software, e.g. Word, Excel, and Outlook.
 Communication skills to deal with a variety of public inquire.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE

Graduation from High School or equivalent. Prefer Associates of Arts Courses/Degree or past work experience in public administration or business administration or as a customer service representative. A combination of training and experience may suffice to meet the required knowledge, skills, and abilities.

WORKING CONDITIONS

Physical Characteristics of the Job: The majority of the work is sedentary in an office environment, occasionally exerting a minimal amount of force to lift 35 lbs., carry, push, pull, or otherwise move objects. The work involves use of a computer and keyboard for prolonged periods of time. This position may at times require irregular work hours. Work involves sitting for a prolonged period of time. The work may expose the employee to visual strain. Position has considerable direct contact with the public.

ESSENTIAL JOB SKILLS

Must be able to hear, read, speak, write, and understand English to effectively communicate with citizens and employees by telephone in written form or face-to-face.
 Must be able to communicate with people in a pleasant manner.
 Must be able to operate telephone, computer keyboard, calculator, typewriter, photocopiers, and similar electronic and manual office machines. Satisfactory Keyboard skills a must.
 Must be able to sit for extended periods of time for typing and computer work.
 Must be able to bend, reach, climb, stoop, and lift 35 pounds for filing and records retrieval.
 Must be able to take and transcribe oral dictation and oral meeting notes.
 Ability to hear speech and other sounds effectively to allow for the taking of statements and directions.
 Possess abilities to function and make decisions under high-stress situations.
 Possess sufficient skills to effectively interact with public and employees.
 Must not pose a direct threat to the health or safety of other individuals in the workplace or citizens encountered during work.

SPECIAL REQUIREMENTS

Valid Iowa Driver's License required. Bondable in amount determined by City policy. Must be willing to be flexible with work hours and attend evening meetings when required. Work is normally performed in a general inside office environment with appropriate heating and cooling and is not subject to significant occupational or environmental hazards other than those normally associated with general public contact. The noise level in the work environment is usually moderate. Some onsite activities away from the office will be required.

OTHER INFORMATION

The City of Robins retains the authority to change the job duties included in this job description at any time. The list of duties is not exhaustive and various requirements are subject to possible modifications as a reasonable accommodation for a qualified individual. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude duties from the position.