

JOB TITLE/ASSIGNMENT

EMPLOYER: City of Omak
JOB TITLE: Deputy Clerk
MONTHLY SALARY: \$4,366-\$4,961 – Dependent on Experience (6-month probation period)
DEPARTMENT: Finance Department
REPORTS TO: City Clerk

OVERVIEW OF THE POSITION

This position will be responsible for the administration and management of the City's payroll, accounts receivables and payable software programs through our software suite with Vision Municipal Solutions. The position is cross trained in various aspects of general administration and finance responsibilities. Work is performed with considerable independence according to established department or accounting procedures. Employee performs administrative work in support of general administration and finance operations, functions, and programs. Employee may process applications and information for the various boards and commissions of the City of Omak. Employee will assist in the administration of the standard operating policies and procedures of the City. Employee will be required to possess excellent customer service skills, oral and written communication skills, and interpersonal, problem solving and conflict resolution skills. The Deputy Clerk acts as City Clerk in the absence of the City Clerk. This position is directly responsible to the City Clerk.

RESPONSIBILITIES/DUTIES

- Employee performs a variety of semi-skilled and skilled accounting duties regularly and independently.
- Performs the full range of routine and complex secretarial and clerical duties in support of the Mayor, City Administrator, City Clerk, City Council, Public Works Director, Fire Chief, and other city personnel, city boards and commissions which may include taking and typing notes of meetings obtained by long hand. Composes, types and, edits a variety of correspondence, reports, memoranda, and other materials.
- Responds to departmental and personnel inquiries relating to area of assignment. May receive and safeguard cash, checks, or other valuables.
- Maintain various accounting office filing systems and records as directed to assure proper follow through.
- Operation and full knowledge of computer programs including posting credits and debits to individual revenue, expenditure, and general ledger accounts.
- Responsible for the day to operations relating to area of assignment.
- May be required to assist customers and direct to applicable departments
- Answer correspondence relating to areas of assignment.
- May operate cash register for city revenues, daily balance, and deposit of moneys into same.
- May assist City Clerk in clerical support to various City boards and commissions.
- Preparation of vouchers for payments and monitors purchasing system; check invoices for accuracy and contact originator to explain what information is needed; checks information on vendor statements for accuracy; contacts vendors to clarify or request information; processes documents for payment; prints checks and vouchers; verifies information of warrants before mailing out to vendors.
- Processes city payroll; maintains employee compensation and benefit database using city owned software; checks employee time sheets for accuracy and conformance with personnel policies and union contracts; distributes, explains, checks for accuracy and process information for new employees as well as changes for existing employees; enters data in fields and verifies accuracy of reports; answers questions from employees.
- Maintain records for leasehold taxes, water/sewer distribution and use taxes, general excise and use taxes
- Miscellaneous other duties as assigned.

DESIRED ABILITIES

Knowledge of:

- Operation of microcomputers and skill in the use of word processing, Excel spreadsheets, database and other city owned software as required.
- Modern office principles, practices, and techniques.
- Office supervisory principles and practices.
- Organization, functions, and activities of local government and the department

Ability to:

- Read and interpret laws, resolutions, ordinances, code, and contracts.
- Record and transcribe accurate and reliable reports, minutes, and meetings containing legal, engineering, personnel, and business terminology.
- Respond politely and professionally to multiple and overlapping requests from the public and other departments that conflict with looming deadlines
- Express ideas clearly and concisely in writing and orally.
- Perform typing and transcription work rapidly and accurately
- Establish and maintain effective working relationships with supervisor, co-workers, and the public
- Provide quality services in a cost-effective manner and to recommend improved methods of performing the work.
- Physically perform the essential functions of the job.

WORK SCHEDULE

The normal work schedule is 40 hours per week, 8 hours per day, and 5 days per week. The exact schedule may be flexible, depending on work requirements. It is the attendance standards of the employer that employees are present and on time each shift they are scheduled to work. Full or partial absence during any scheduled shift, arriving late, or leaving early, for whatever reason may result in disciplinary action, up to and including termination of employment. Time off may be approved if allowed by applicable policies covering illness, injury, or other personal emergency.

QUALIFICATIONS

Applicants must possess a high school diploma or equivalent, supplemented by course work in payroll, accounting, and or/bookkeeping, typing, and office procedures and practices. The applicant can have a combination of experience and education which would provide the required criteria of five (5) years of increasingly responsible professional level experience with thorough knowledge of computers, word processors and Excel spreadsheets and any combination equivalent to: Bachelor's degree in Accounting, Business Administration, Public Administration, or related field.

Experience with municipal governmental accounting is preferred, but not required.

PHYSICAL DEMANDS

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls, and reaching with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus. The employee may be required to push, pull, lift, and/or carry up to 20 pounds.

The noise level in the work environment is usually moderately quiet.

EQUIPMENT / JOB LOCATION

