



# CITY OF SUNDANCE

## **Deputy Clerk Treasurer Administrative Support**

**ACCOUNTABLE TO:** Clerk Treasurer

**NATURE/PURPOSE OF WORK:** Under general supervision, manages and performs a variety of secretarial and clerical functions in support of the operation of the City of Sundance.

**JOB FUNCTIONS/DUTIES:** The following Examples of Duties are **NOT** intended as a comprehensive list. These provide a representative summary of the major duties and responsibilities and may be required to perform additional duties.

**EXAMPLES OF DUTIES:** Performs a variety of administrative, secretarial, and clerical duties. Types, edits, and prepares general correspondence. As required and/or authorized, handles a variety of confidential and/or sensitive correspondence and/or reports. Responds to inquiries made in writing, by phone and/or in person. Answers, directs, or takes messages for in-coming telephone calls and schedules appointments. Provides information and assistance within the scope of designated authority. As required, takes minutes, drafts, and disperses meeting minutes/agenda.

Assists City Clerk with permit and/or licensing activities. Mails renewals. Requests, reviews, and validates application information. Issues and renews liquor licenses. Updates files and records. Works with the public regarding concerns and issues. Assists with municipal election activities, billing, and money transactions. Prepares written and oral reports for internal and external audiences. Advertises meeting announcements minutes, ordinances, resolutions and a variety of other documents associated with the clerk's office. Updates and maintains City Code Book. Maintains inventories.

Updates and maintains database and filing systems. Works with and assists vendors, contractors, department heads, employees and others having business with the Clerk's department. Registers and licenses all city vehicles. Maintains and posts job listings.

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As required, may perform services unique to the assignment. As assigned, serves on internal department and external committees. Receives calls for service and/or complaints. Assists with grant and state program reimbursements. Search grant opportunities for city projects. Maintain grant files.

Assists with managing and maintaining a variety of accounts and posting payments. Enters invoices, applies payments, and creates monthly statements. Performs collection of past due accounts.

May assist in payroll, accounts payable, municipal court and utility billing.

Performs general and/or miscellaneous office duties. Scans, maintains, and retrieves historical documents. Maintains Record Retention Program for the City.

#### **KNOWLEDGE AND SKILLS:**

Knowledge of the City's and the Departments policies and procedures.

Knowledge of bookkeeping and/or accounting.

Knowledge of the legislative process.

Skill in reading, understanding, interpreting, and applying relevant city, county, state and Federal statutes, rules, ordinances, codes, regulations, administrative orders, case law and other governing rules and regulations.

Skill in assessing and prioritizing multiple tasks, projects and demands.

Skill in working within deadlines to complete projects and assignments.

Skills in establishing and maintaining effective working relations with co-workers, representatives from other city, county, state and/or Federal agencies, the news media, public and/or others having business with the City of Sundance.

Skill in operating a personal computer, utilizing a variety of software and operating systems/applications.

#### **MINIMUM QUALIFICATIONS:**

A high school diploma or GED **AND** three (3) years of relevant clerical, secretarial, customer service or closely related experience **OR** any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved. Grant writing and management knowledge.

May be required to lift and/or carry heavy, bulky supplies, materials and/or other items weighing up to 50 pounds. May be required to work outside the traditional work schedule. Travel may be required to attend trainings.