

City of Underwood
Job Description
Deputy Clerk

Department: City Clerk's Office

Position Reports To: City Clerk/Administrator

Supervisory Responsibilities: None

Position Function: Provide assistance to the City Clerk in the principal activities associated with daily business with City officials and citizens; ensure City Clerk's Office continues to operate efficiently and effectively in the absence of the City Clerk.

Responsibilities include but are not limited to:

- Pick up mail, daily.
- Answer phones; first to answer and forward to respective individual
- Accounts Receivable/Utility billing: Receive payments, post payments and auto withdrawals, prepare deposit on daily basis; enter meter readings, service orders, and generate bills monthly for sewer and garbage charges; prepare delinquent notices monthly.
- Assist customers at City Clerk's Office for copies, payments, complaints, questions, etc. several times daily.
- Assist City Clerk with research, projects, miscellaneous tasks as needed.
- Issue building permits; record resident information, verify code requirements, collect fees, work with building code officer to monitor enforcement, and process associated paperwork.
- Assist with Accounts Payables
- Issue dog licenses, record resident information, verify vaccination requirements and assist Pott. Animal Control Officers with enforcement
- Perform filing of various documents and records as needed to allow efficient retrieval; monitor record retention pursuant to regulatory requirements and space limitations; organize and box records for storage.
- Cemetery: Maintain accuracy of cemetery information, sell cemetery plots, enter cemetery information into computer. Work with County GIS department and City public works department to establish a GIS mapping of cemetery.
- Office Supplies: Inventory, price check and place orders as needed.
- Prepare letters for past due accounts, insufficient funds, nuisance abatement, building permits, customer complaints, etc...
- Prepare Fire & Rescue township Contracts for renewal annually
- Nuisance Abatements; prepare letters and follow up letters, keep accurate records
- Copy and assemble council packets for meetings; post agendas.
- Prepare monthly report to Census Bureau on building permits issued and prepares updates to census maps as requested by Bureau.

Contacts: This position has daily contact with City Clerk, Maintenance personnel and patrons to exchange and interpret information. Also makes contact with Mayor, City Council and Volunteer Fire and Rescue personnel to exchange and convey information.

Work Conditions: Multi-tasking is common. The Deputy Clerk will need to answer citizen's questions in a way the council has directed staff to through ordinances, resolutions and procedures regardless if he/she agrees with policy. It is staff's job to uphold council's decisions and educate citizens.

This job description is not intended to limit the responsibilities assigned to this position to the duties listed above, nor is it all-inclusive or in order of importance. Deputy Clerk is expected to complete all other duties as assigned.