

## POSITION DESCRIPTION

**Position Title:** Deputy City Clerk  
**Department:** City Clerk  
**Division:** Administration  
**FLSA:** Exempt  
**Retirement:** KPERS  
**Effective Date:** July 15, 2022

### **GENERAL PURPOSE**

Provides a variety of complex and routine clerical, administrative and technical support in keeping official records for the City Clerk's Department and the City. Provides support for the City Clerk's Department that contributes to the overall efficiency and operation of the office.

### **SUPERVISION RECEIVED**

Works under the general supervision of the City Clerk.

### **SUPERVISION EXERCISED**

Exercises direct supervision over Office Clerk II and Receivable/License Coordinator. May assume the duties and responsibilities of the City Clerk during her absence.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

(Note: Important duties and responsibilities may include, but are not limited to, the following)

- Responsible for maintaining records and researching all contracts, ordinances, resolutions and other documents.
- Responsible for coordinating and implementing the Senior Rebate Program.
- Administers the city's record management process; ensures official documents are scanned and filed appropriately in the Electronic Document Management System; retaining originals as required by state and city laws; and serves as the Laser-fiche Administrator.
- Responsible for assisting the City Clerk in administrative functions and when delegated has authority to act for the City Clerk during absence. May be assigned to attend and record minutes of City Commission meetings.
- Implements and tracks contracts, deeds, easements, vacations, assessments, sewer agreements and other various documents for the City.
- Performs administrative services to include ordering supplies, business cards, and name plates for the City Clerk's Office.
- Assists the City Clerk in bond and temporary notes issuance.
- Responsible for insurance issues, to include tracking of claims. Processes all vehicle claims; insurance and registration of all city owned vehicles.
- Oversees the legal publications on behalf of the City and is responsible for the official records.
- Researches records and provides information to the public and staff.
- Tracks and records the Boards and Commission committee members and city contacts; maintains documents, files and records and assists with departments' records retention.
- Tracks newspaper articles, publications, and records permanent documents.
- Assists Code Enforcement with special assessments for nuisance abatement and demolition to include incorporation into an ordinance.
- Attends bid openings and reads bids aloud.
- Assists with the City ordinance codification process.
- Receives the public and answers questions; responds to inquiries from employees, citizens and others and refers to appropriate person when applicable, and provides information to include open public records request.

- Composes, types, and edits correspondence, policy reports, license reports, and other material requiring judgment as to content, accuracy, and completeness.
- Enters data into the computer and keeps accurate reports in various software programs and maintains financial system codes and setup for the Clerk's Office.
- Assists with the issuance of licenses or permits to include: garage sale, sign, fence, and several other licenses or permits. Assists with training City Clerk Office staff.
- Develops and maintains an effective working relationship with other city employees, departments, and city commissioners/officials.
- Performs various administrative functions to include: word processing, data base maintenance, program coordination, claim processing, transcription, filing, calculations, mail, deposits assistance to walk-in customers, incoming phones and receipting of money.
- May perform other duties as assigned.

### **PERIPHERAL DUTIES**

- Registers Citizens to vote.
- Assists with the daily cash receipts.
- Assists with the accounts receivable.
- May serve as a member on various City committees.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

- (A) Graduation from a high school or GED equivalent with emphasis in business/office practices such as typing, filing, accounting and bookkeeping.
- (B) Three years of full-time experience in business office/clerical procedures.
- (C) Able to type 40 WPM, typing test completed at Leavenworth Workforce Development Center.
- (D) Must have experience with Microsoft Word, Excel, and Access.
- (E) Must possess a valid driver's license at time of application (and maintain for duration of employment) and meet insurability standards under fleet insurance policy.

#### **Necessary Knowledge, Skills and Abilities:**

- (A) Deals tactfully and courteously with the public.
- (B) Ability to accurately record and maintain records.
- (C) Ability to make decisions in accordance with Municipal Codes, Ordinances and Regulations and to apply departmental policy in routine work procedures.
- (D) Knowledge of state statutes & ordinances.
- (E) Knowledge of City Departmental functions.
- (F) Function effectively with minimal instruction and constantly changing priorities.
- (G) Ability to maintain composure while working in a high traffic environment and able to multi-task.
- (H) Ability to accurately account for and balance monies.
- (I) Ability to communicate effectively verbally and in writing.

### **SPECIAL REQUIREMENTS**

Must possess notary public certification, or obtain within six months of hire.

### **DESIRABLE QUALIFICATIONS**

- (A) Designation of Certified Municipal Clerk.
- (B) One or more years of supervisory experience.
- (C) Two or more years' experience working in municipal government.

### **TOOLS AND EQUIPMENT**

Personal computer, including word processing, spreadsheet and data base software; laser-fiche equipment, 10-key calculator; copy machine; fax machine; scanner, multi-line telephone system and mail meter.

**PHYSICAL DEMANDS**

The physical demands 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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands and arms and walk, and reach above the head, and bend or squat. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

**SELECTION GUIDELINES**

Formal application and review of qualifications, education and experiences; testing which may include: written and/or practical examination, oral interview; final selection; reference check; background investigation; and post-offer medical examination to include a drug screen; and other job related tests may be required.

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 them from the position if the work is similar, related or a logical assignment to the position.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**APPROVING AUTHORITY:**

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Director

\_\_\_\_\_  
Date