

CITY OF RIGGINS
Job Description
Deputy City Clerk/Treasurer II

Department: Clerk/Treasurer
Pay: \$17.00 per hour
Retirement Plan

Reports to: Appointed Clerk/Treasurer
FLSA Status: Full Time
Average Hours Per Week: 40

JOB SUMMARY

The purpose of this role will be to learn and be able to effectively execute the duties of the Clerk/Treasurer. This will be an in-training role for up to 1 year, with the purpose of developing the skills necessary to promote to the role of City Clerk/Treasurer.

The principal function of an employee in this class is to perform administrative work to support the Mayor and City Council and perform financial oversight, planning, and customer service. This role includes primary responsibility for administration of the City budget including accounting, cash handling, and auditing. This role is responsible for human resources and personnel functions.

ESSENTIAL JOB FUNCTIONS

- Attends City Council meetings, takes and prepares minutes; prepares and distributes City Council agenda and information packets;
- Prepares and records Council resolutions, ordinances, agreements, and actions;
- Answers calls and request for information via telephone or in person;
- Maintains and updates all city records as required;
- Prepares and administers annual City/Department budgets;
- Administers and complies with all finance policies including: accounting, budgeting, payroll, cash-handling, banking, investment, and auditing;
- Prepares and maintains all financial records, including databases and reports;
- Prepares City employee payroll, deduction, withholding, benefits, and insurance functions;
- Reviews state and federal legislation, court decisions, administrative rulings, and related matters to determine if City policies and procedures are in compliance;
- Performs all work duties and activities in accordance with City and Department policies, procedures and safety practices;
- Prepare and receives bids for City services;
- Attests and certifies documents; administers oaths in accordance with the law;
- Grant writing and administration.

ADDITIONAL FUNCTIONS

- May be required to work other than regularly scheduled work hours.
- Performs other related duties as required.

LICENSE OR CERTIFICATION

Required / Will Train

- This role includes a 1-year training period

PHYSICAL REQUIREMENTS

- Sufficient clarity of speech and hearing or other communication capabilities which permits the employee to communicate effectively on the telephone and in person; to comprehend written and oral instructions; to hear sounds within the normal range of conversation;
- Sufficient vision or other powers of observation, which permits the employee to comprehend written instructions and job-related materials; prepare reports as required; and operate office equipment;
- Sufficient manual dexterity, which permits the employee to operate all work-associated equipment;
- Jobs in this class require performing repetitive motions in fingering and hand/wrist/arm movements and standing for four or more hours at a time;
- Related job tasks may require, lifting or moving up to 30 pounds occasionally.

WORK SCHEDULE

- Monday-Friday
- Occasional Evenings and overtime

This job description is subject to change by the city at anytime. The purpose of this job description is to provide the scope of the work required, not to provide extensive detail into each task.