

Deputy City Clerk / Part-Time Office Assistant

Position Summary

The City of Tabor is seeking a dependable and detail-oriented individual to serve as a Deputy City Clerk / Part-Time Office Assistant. This position provides administrative and financial support to City operations and serves as backup to the City Clerk when needed.

This is a part-time, hourly position working 12 to 18 hours per week.

Benefits: Part-time employees are not eligible for benefits, including paid holidays, sick leave, health insurance, or other employee benefit programs.

Supervision

This position works under the direction of the City Clerk and may receive assignments from the Mayor and City Council.

Qualifications and Skills

The successful candidate will demonstrate:

- Ability to perform a variety of general office and administrative duties.
- Strong customer service and communication skills.
- Ability to establish and maintain positive working relationships with employees, elected officials, and the public.
- Ability to handle stressful situations calmly, professionally, fairly, courteously, and tactfully.
- Basic bookkeeping and financial recordkeeping skills.
- Attention to detail and ability to maintain confidential information.

Essential Duties and Responsibilities

General Office Duties

- Represent the City in regular contact with residents and visitors.
- Greet visitors and answer telephone inquiries.
- Direct calls and visitors to appropriate departments.
- Provide information and assistance to residents and customers.
- Address customer questions and complaints or refer them to the appropriate official or department.
- Maintain and process employee payroll and associated duties.
- Maintain the Community Room rental schedule, coordinate facility reservations, and manage security deposit collection, tracking, and refunds.
- Monitor cleaning and janitorial supply inventory.
- Collect City mail and customer payments, process receipts, and ensure timely distribution of correspondence and payments to the appropriate departments and accounts.
- Perform other duties as assigned.

Financial and Administrative Support

- Assist with financial functions using Iowa Fund Accounting procedures and City financial software.
- Support accounts payable and accounts receivable processes.
- Assist with water utility billing and payment processing.
- Maintain accurate financial and administrative records.
- Assist with the preparation of the City's annual budget.
- Enter budget data and updates into the City's financial software.
- Assist with budget analysis, monitoring expenditures and revenues, and preparing related reports.

- Prepare and maintain street finance reports and related documentation.
- Assist with auditor requests during annual audits and provide supporting documentation as required.
- Assist in the preparation and filing of the City's Annual Financial Report.
- Support the City Clerk in maintaining compliance with state reporting requirements and financial recordkeeping standards.

Water Utility Responsibilities

- Process utility account changes.
- Enter meter readings.
- Prepare and distribute utility bills.
- Receive and post customer payments.
- Make change and prepare daily deposits.
- Prepare shut-off notices and related correspondence.
- Process mailings and maintain utility account records.

Cemetery Administration

- Sell and issue cemetery deeds.
- Maintain cemetery records and related documentation.
- Assist clients and citizens with cemetery lot and grave location identification and manage records related to headstone, monument, and interment markings.

Confidentiality

The employee must maintain confidentiality and comply with all applicable privacy requirements, including HIPAA regulations, when handling sensitive information.

Performance Expectations

The Deputy City Clerk must be able to work independently at times and exhibit initiative, sound judgment, professionalism, dependability, and excellent customer service skills.

All duties shall be performed accurately, professionally, and in a timely manner while providing excellent service to the public and supporting the efficient operation of City government.

The duties and responsibilities listed in this job description are intended to describe the general nature and level of work performed by the employee. They are not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position. The employee may be required to perform other related duties as assigned by the City Clerk, Mayor, or City Council to meet the operational needs of the City.

The City of Tabor is an Equal Opportunity Employer.