

## City of Roy Job Description – Deputy Clerk (Clerk Assistant)

Position status: non-exempt, full-time (40 hours per week)

**RANGE: \$20.07 - \$23.97 per hour**

*The Deputy Clerk (Clerk Assistant) is responsible for water billing activities, accounts payable and assisting the City Clerk-Treasurer.*

### Duties and Responsibilities

- Answer telephone calls and serve visitors at the window. Respond to inquiries. Accept and receipt payments. Open, route and distribute mail as delegated by the city clerk. File records as delegated by the city clerk. Perform secretarial tasks for other departments as required.
- Register and schedule community service volunteers in cooperation with the public works director and the city clerk.
- Order needed supplies according to purchasing policies, as delegated by the city clerk.
- Process building permits as delegated by the city clerk. Respond to inquiries regarding permit fees and general information. Provide help to applicants with completing permit applications and associated forms. Collect fees, process applications, and issue permits at the direction of the building code consultant. Maintain building and development project files and permit records. Assign street addresses according to adopted policies. Report permits and addresses as necessary to other agencies. Process building, development, rental, right-of-way and event permits. Respond to inquiries regarding permit fees, building setbacks, zoning restrictions, and general information. Create or update forms as necessary. Coordinate application reviews, inspections, hearings and related activities with public works director, building code consultant, contract planner, consulting engineers, and other parties as necessary. Collect fees, process applications and issue permits at the direction of the appropriate technical contractors. Assign street addresses according to adopted policies. Report permits and addresses as necessary to other agencies.
- Complete and process all animal licensing
- Complete and process court payments, as well as court end of month payments for fines and forfeits
- Receipt utility payments. Accept and process change orders and dishonored checks for utility accounts. Calculate, post, verify, prepare and mail monthly utility billings. Issue late notices and final notices for delinquent accounts according to city code. Answer correspondence and telephone inquiries related to utility billing. Perform collection activities as needed to collect outstanding accounts. Refund final overpayments as applicable. Maintain computer system of utility rates, names and addresses of customers. Maintain list of users' telephone numbers for emergency contacts. Perform clerical activities associated with Cross Connection Control program. Coordinate with public works director to maintain records of active and inactive connections and issued certificates of availability. Coordinate with public works director, city clerk and city treasurer to develop and update policies, procedures and periodic update of water system plan. Run historical reports as needed.
- Process payments for utilities, goods and services purchased by the City ("accounts payable") using appropriate BARS coding. Review invoices and other claims for payment for accuracy, completeness and appropriate authorization to pay. Resolve discrepancies. Prepare vouchers for council approval.
- As delegated by the city treasurer, process payroll. Calculate hours to pay. Monitor and record paid time off. Prepare and submit reports and payments for insurance, retirement contributions and payroll taxes at required intervals.
- As delegated by the city clerk, send annual renewal notices and process and issue animal licenses. Work with the state Business Licensing Service for city business licensing. Use BLS reports to monitor and collect business and occupation taxes. Issue regulatory business licenses (i.e. cabaret, fireworks seller, etc.).
- As delegated by the city treasurer, notify departments to submit annual inventories, and collect them according to city code requirement. Keep a running inventory for administrative areas and submit to city treasurer for review annually. Review inventory of insured assets annually, updating it as assets are acquired or surpluses. Compare annual inventories to accounting records of purchases. Submit discrepancies to city council as required.

- Maintain petty cash fund.
- Compile twice-weekly deposits to be taken to bank. Audit traffic citations and court reports monthly. Coordinate with city treasurer for monthly bank reconciliations. Maintain a monthly reconciliation of deposits held in connection with facility rentals and development applications. Monitor public defender's compliance with statutory and contractual requirements quarterly and annually.
- Provide backup for city clerk and city treasurer, where allowed, as appropriate.
- Attend appropriate meetings, seminars and training programs. Participate in appropriate professional organizations, workshops and educational opportunities to keep current with the latest developments in administration and public policy, to enhance professional growth and to meet the technical performance standards necessary for this position.
- Perform other assignments as developed and directed by the city clerk or the mayor. The above list of essential functions is not exhaustive and may be supplemented as necessary.

#### Preferred Qualifications

- Experience with Springbrook (formerly BIAS) cash basis accounting software or experience in cash basis government accounting
- Experience with Billing of a utility
- Experience with AR and AP
- Experience with processing building permits
- Experience with B&O tax payments, and utility tax payments
- Experience with payroll
- Knowledge of SAO, OPMA and PR and reporting practices

#### Minimum Qualifications

- Must be bondable
- High school diploma or equivalent
- Three years of progressively responsible clerical work experience
- Must be 21 years of age or older and provide a Washington State Driver's Abstract

#### Knowledge, Skills and Other Attributes

- Knowledge of municipal records requirements
- Ability to plan and organize work requiring accuracy and attention to detail
- Ability to communicate effectively both orally and in writing
- Ability to perform clerical duties and operate proficiently standard office equipment
- Ability to establish and maintain effective working relationships with City officials, employees, vendors, intergovernmental agencies and the general public
- Ability to work effectively with frequent interruptions
- Ability to meet deadlines
- MUST be able to multi-task
- MUST be able to handle high stress situations
- MUST be dependable
- Ability to take direction

## 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. The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, controls, or office equipment; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception, 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.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee might occasionally work near moving mechanical parts; in high, precarious places; and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. The noise level in the work environment is usually moderate.

## Hours

Monday – Friday 8:00am – 4:00pm, with exception to last billing day of the month where hours will fluctuate to accommodate 4:30pm payment cutoff, as well as employees time to print reports for meter reads. However, we are in the process of changing hours to Monday - Friday 8:00am - 4:00pm, with exception to last billing day of the month where hours will fluctuate to accommodate 4:30pm payment cutoff, as well as employees time to print reports for meter reads.

Please complete and submit our application with a resume and cover letter. Applications are available at: [www.cityofroywa.us](http://www.cityofroywa.us)