

**VILLAGE OF MAGDALENA
POSITION DESCRIPTION**

TITLE: Assistant Clerk

EMPLOYMENT TERM: 12 months – Full Time

DEPARTMENT: Administration

EXEMPT/NON-EXEMPT: Non-Exempt

FUNDING SOURCE: Water/Solid Waste/Sewer

QUALIFICATIONS:

1. High school diploma or GED
2. Working knowledge of standard office practice and procedures.
3. Working knowledge of word processing and data entry in a database software.
4. Must be able to communicate in an acceptable manner with the staff and the public.
5. Applicants will be test on knowledge and skills.

ADDITIONAL PREFERENCES:

Experience related to the duties of this position

SUPERVISED BY: Clerk-Treasurer

SUPERVISES: None

PAY RANGE: Grade C, with placement on the scale based on experience up to ten years, contingent upon appropriations.

WORKING HOURS: 40 hours per week

LUNCH HOUR: 12:00 – 1:00 p.m.

POSITION GOAL: Performs a variety of working level, general and routine clerical duties as needed to expedite the delivery of services of the offices of the Village of Magdalena 25 hours per week.

DUTIES & RESPONSIBILITIES:

- 1) Maintains all utility billing and meter accounts
- 2) Prepares all utility billing and end of month reports
- 3) Receives payment for fines, fees, services, taxes, etc. and issues receipts, verifies accuracy of various public records, accounts, etc.
- 4) Under supervision of the Clerk/Treasurer prepares payroll and vouchers/checks.
- 5) Assists Clerk/Treasurer with municipal elections
- 6) Performs clerical duties for the utility department
 - a) Prepares spreadsheets for inventory & other projects
 - b) Maintains Emergency Response Plan & Asset Management Plan
 - c) Enters & maintains workorders
- 7) Performs clerical duties for the Clerk/Treasurer
 - a) Answers the telephone, receives visitors and payments, answers questions or refers to appropriate department.
 - b) Files, scans and laminates documents
- 8) Performs other duties as assigned by the Clerk/Treasurer or Mayor.

EVALUATION: Will be evaluated in accordance with the Village of Magdalena policies and procedures.

ADVANCEMENT OPPORTUNITY: Promotion is dependent upon experience, certification/license, job training availability, job performance, seniority and job opening.

BOARD APPROVED: May 2, 2018