



CITY OF HICKMAN, NEBRASKA
JOB DESCRIPTION

115 Locust Street / P.O. Box 127
Hickman, Ne 68372-0127
Phone: 402.792.2212
Fax: 402.792.2210

Job Title: Deputy Clerk
Department: Administration
Reports To: City Clerk, City Administrator, Mayor and City Council
FLSA Status: Non-Exempt, Non-Volunteer, Full Time
Date: March 2017

Job Summary

Deputy Clerk shall assist in the operation of the City Office through efficient performance of administrative functions requiring a high level of confidentiality, sound judgment and skilled business practices. In the absence of the City Clerk/Treasurer, the Deputy Clerk shall perform the duties of the City Clerk/Treasurer as set by statute, ordinance, and resolution. Responsible for assisting in the detailed performance and maintenance of record keeping, bookkeeping, accounts payable, accounts receivable, collections and web site maintenance along with other public administration and fiscally related tasks to ensure the efficient operation of the city government and Hickman Area Economic Development Association.

Knowledge, Skills and Abilities

The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- General record keeping and general bookkeeping principles and procedures.
- General principles utilized in private or public sector accounting, business or finance administration, accounts payable, accounts receivable and general ledger functions.
- Proper telephone and e-mail etiquette.
- Routine office procedures, standard clerical techniques, and website/social media maintenance.
- Input and retrieval functions utilizing a variety of computer software programs as well as utilizing word processing, spreadsheets and databases.
- Record keeping, bookkeeping and handling money.
- Geographic layout and demographics of jurisdiction and surrounding area.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description may be changed or updated at any time without notice.

Ability to:

- Communicate effectively both verbally and in writing and utilize proper telephone etiquette.
- Utilize the English language, proper grammar, spelling and punctuation.
- Demonstrate effective listening and communication skills to ensure customer understanding.
- Provide the general public, professional staff, governmental agencies and City Officials a high level of friendly, comprehensive, accurate and efficient customer service for requests and inquiries while maintaining a positive and effective working relationship.
- Understand and follow both oral and written instructions.
- Plan and organize a personal work schedule, set priorities, and perform job duties efficiently while managing frequent interruptions.
- Learn city policies and to apply when dealing with inquiries from the general public and/or other co-workers.
- Learn the methods and techniques used in the review process for a variety of applications submitted to the various departments.
- Apply sound judgment in making decisions.
- Maintain the confidentiality of appropriate communications, documents, transactions and critical information.
- Utilize a variety of computer programs and applications, software, word processing and spreadsheets necessary to perform the functions of the job.
- Perform accurate mathematical calculations such as addition, subtraction, multiplication and division, using a calculator, ten-key adding machine or manually.
- Prepare and maintain departmental records, reports and correspondence pertaining to the functions of the city.
- Post numerical data accurately.
- Type accurately using a personal computer.
- Operate standard office equipment.

Skill in:

- Problem solving and critical thinking to conduct fact-finding projects.
- Utilizing computers and various software applications (Microsoft Office, Utility Billing Software, and Accounting Software).
- Verbal and written communication with ability to communicate effectively while maintaining tact and professionalism.
- Establishing and maintaining effective working relationships with the public, other employees, other governmental agencies, and municipal officials.

Education and Experience

1. Minimum of Associates Degree in Accounting or related field with proven years of equivalent experience.
2. Previous experience working in an office environment.
3. Prefer municipal/governmental agency experience; prefer experience and/or training in utility billing and bookkeeping.
4. Basic Website maintenance and support.
5. Must be willing to obtain further education, training, and certifications as deemed appropriate by the employer.
6. Valid driver's license.

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Essential Job Functions

Utility Billing:

- Assists new utility customers with application process and performs all utility billing tasks in the absence of the Utility Clerk.
- Process monthly ACH utility payments.
- Generates reports, reviews, and posts monthly utility billing statistics (Utility Billing account receivables) to accounting software.
- Prepares Past Due Account letters, notifications, and submission of past due accounts to collection agency.

Customer Support:

- Greets and provides customer service and provides general information as it pertains to City activities or refers them to the appropriate agencies as necessary.
- Answers the telephone, takes messages and/or refers caller to appropriate source for assistance or provides information to callers.
- Assists the general public in completion of various forms and documents; prepares and distributes various departmental applications and forms.
- Receives citizen input in the form of complaints/compliments/statements and records information and/or refers individual to appropriate source for resolution.
- Establishes and maintains positive public relations with the general public.

Administrative Support

- Performs a variety of clerical duties such as typing, photocopying, preparing reports, filing and providing customer service to citizens and staff as needed.
- Prepares invoices and reconciles accounts receivables in accounting software.
- Compiles, prepares and verifies listings of accounts payable claims to be submitted to the City Council; enters accounts payable into accounting software for check and ACH payment preparation.
- Works with vendors to resolve billing issues.
- Obtains W-9 information from all vendors and enters information into accounting software.
- Assists in preparation of 1099s and submits to state and federal departments as required by state and federal law.
- Assists in researching grant opportunities and preparing application materials for community betterment projects.
- Responsible for completing assigned errands daily such as making bank deposits, dropping and picking up mail, and delivering various items.
- Operates standard office equipment in the performance of job duties, i.e. fax machine, copier, personal computer, calculator, etc.

Planning Commission

- Posts Planning Commission agendas and notices.
- Assists in preparation of publications for planning and zoning applications.
- Makes copies of meeting materials, organizes meeting packets and delivers packets to Planning Commission Members.

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Essential Job Functions Continued:

- In the absence of Zoning Director, attends Planning Commission meetings, takes minutes and prepares minutes.

Additional Support Duties

- Posts City Council meeting agendas and notices and assists with coordination of various City meetings and events; confirms attendees, sends out reminders and provides appropriate materials as needed.
- Organizes community events and fundraising for City Fireworks Display Show, cleanup day, community-wide garage sales, Trick or Treat on the Trail, Home & Garden Show Exhibit Booth, and miscellaneous Hickman Area Economic Development Association activities.
- Record keeping and bookkeeping needs of Hickman Area Economic Development Association and preparing financial and event reports to City Administrator/Economic Development Director.
- Maintains City Website, Facebook, and other social media outlets as needed.
- Scans city records for electronic preservation.
- Performs other duties as required.

Wages, Hours and Benefits:

Full Time Employment, 40 hours per week, Monday through Friday, 8:00 am to 5:00 pm. Insurance and retirement package available. Paid Holiday, Vacation, and Sick time off. Starting Wage \$17.00 to \$21.25 per hour.

Physical Requirements

Seeing and hearing: read documents, computer screen, answer phones, communicate in person	up to 75-100% per day
Standing and walking	up to 0-24% per day
Sitting	up to 50-74% per day
Climbing, stooping, squatting and kneeling	up to 0-24% per day
Dexterity: utilizing phone, typing, and writing	up to 75-100% per day
Lift in excess of 10 pounds	up to 0-24% per day

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