

**POSITION DESCRIPTION
CITY OF GLASGOW**

POSITION IDENTIFICATION

Functional Title:	Deputy City Clerk-Treasurer
Department:	City Office
Supervisor:	City Clerk-Treasurer
Subordinates:	N/A
Status:	Non-exempt

POSITION SUMMARY

This position is responsible for providing assistance and back-up to the City Clerk-Treasurer in preparation of processing claims and accounts payable.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Generate accounts payable and refund checks.
2. File paid and unpaid invoices and statements.
3. Provide administrative back-up for the City Clerk as needed including taking meeting notes, preparation of correspondence, reports and spreadsheets for supervisor and other department personnel.
4. Receive and process claims as received and maintain records and files.
5. Issues occupational licenses (plumbers and electricians) and sends out renewal letters.
6. Issues liquor licenses and sends out renewal letters.
7. Records Retention
8. Records the daily bank statements in the ledger and files the paperwork accordingly
9. Assists Utility Billing Clerk as needed
10. Answering telephone calls for the City Offices and directing concerns accordingly
11. Valley Court Claims and invoices.
12. Assists in keeping City Website Current
13. Performs other duties as may be assigned from time to time
14. Assists other departments as needed and as time allows
15. Attends all Levee Committee Meetings and tends to all required business about the levee

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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.

EDUCATION and/or EXPERIENCE:

Associate's or Bachelor's Degree in accounting or at least five years related experience. Must receive certification from the Clerk's Institute within 4 years of hire and maintain that certification thereafter.

CERTIFICATES, LICENSES, REGISTRATIONS:

Employee must be bondable.

OTHER SKILLS and ABILITIES:

Ability to work with computer and applicable word processing/accounting/spreadsheet software. Must be able to operate 10-key calculator, phone, fax, postage meter and copy machine. Knowledge of City regulations, accounting, and legal terminology is needed.

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 regularly required to sit, use hands to finger, handle or feel objects, tools, or controls, reach with hands and arms, and talk or hear. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl, and taste or smell.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and 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, 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Position Description Approval:

Manager/Supervisor

Date:

Incumbent

Date: