

Job Description

City of Palmyra

The purpose of this form is to clarify expectations of a job for incumbents and job candidates. This form describes the expected role of a person in a job, but it is not an employment contract. Each job description should be checked annually in a collaborative effort of the incumbent and supervisor to be sure it is still thorough and accurate. If the ongoing responsibilities of a job change significantly, then either the incumbent or the supervisor can initiate a change in the job description at any time. For new positions, a job description should be created prior to recruiting candidates to fill the new position. A complete set of job descriptions is located in City Hall. A specific job description is available to all incumbents, those who supervise that position, and potential job candidates.

Position title: Deputy City Clerk (non-supervisory position)

Department: City Hall

Exempt/non-exempt status: Non-exempt (eligible for overtime)

Job description most recently created, updated, or checked when: 10/8/2024

Updated or checked by (who): Deena Parsons

Approved by Personnel Committee: [Signature] **Date:** 10-9-26

Primary purpose of position:

Assist the City Clerk as needed with daily city business
Cash Receipting/Accounts Receivable/Accounts Payable
Serve as a backup to utility billing position
Serve as a backup to payroll position
Provide direct service for citizens who enter or contact City Hall

Reporting relationship:

City Clerk
Supervisor's Title
o
o
o
Deputy City Clerk
Position Title

Main responsibilities:

Customer Service:

Greet and provide cheerful, respective, and responsive customer service to citizens, vendors, and any other individuals contacting the City of Palmyra. Assist coworkers as needed to serve citizens or to assist in other departments.

Main Responsibilities:

Cash Receipting – Assist with the collection and receipting in the Receipt Management system money for utility related payments, merchant licenses, contractor's licenses, street digs, water taps, sewer taps, building permits, City fines, pool admission fees, swimming pool concessions, ball concessions and rental of city facilities that are available to the public. Balance these proceeds with ongoing accounting procedures and yearly audits.

Accounts Receivable – Prepare and send invoices as requested by departments which include, but are not limited to, sidewalk/curb/gutter replacement, wastewater testing, Sunshine Law charges, etc.

Accounts Payable – Receive, organize, and input daily the invoices for approval by the respective departments; create checks for board approval; and upload positive pay file to the bank.

General Ledger – Enter journal entries as needed including annual audit adjustments; reconcile the bank accounts monthly; provided updated financials statements to the boards monthly; provided quarterly budget reports to the department heads and boards; assist the department heads and elected officials with the preparation of the annual budget.

Annual Responsibilities:

- Assist with the preparation of the annual budget
- Assist with the annual audit
- Tax Rate Process to set and declare the annual tax rate for personal property and real estate
- Election Process
- Assist with the annual insurance renewal – health insurance and traditional insurance

General Responsibilities:

Provide administrative support to the City Clerk as well as the Elected Officials, City Attorney, Members of the Board of Public Works, and Members of the Park Board. Serves as initial point of contact when the City Clerk is away from the office. May be asked to attend city council and board meetings in the absence of the City Clerk.

Provide administrative and clerical support to other departments including the Mayor, Street Commissioner, Park Director, Board Superintendent, and Building Inspector in the absence of the City Clerk. Also provide IT support for the different departments along side the Cities IT consultant.

Assist Payroll Clerk by confirming payroll hours being paid and verifying/approving direct deposit amount for each payroll. Serve as a backup for the Payroll Clerk for bi-weekly payroll and employee benefits.

Assist the Utility Billing Clerk and serve as a backup for the Utility Billing Clerk when necessary.

Assist the City Clerk by filing insurance claims related to the City as requested including workers' compensation claims, property damage claims, etc.

Provide support and assistance to other towns regarding software or any other questions they may have. And travel to their town if needed.

On call to all departments if the need arises due to an emergency or needing help answering phone calls for outages after hours.

This job description does not list all possible duties. The Deputy City Clerk will be required to follow any other job-related instructions and to perform other job-related duties requested by the City Clerk.

Work Environment:

Most work hours are spent indoors in an office work environment. Typical work hours are 9-hour days, Monday through Thursday and 4-hours on Friday, but upon request, may include an occasional evening meeting.

Job Qualifications:

High School or GED completion required.

Some college coursework in business, finance, computer applications, accounting, or a related field preferred.

Experience:

2-years accounting, computer work, or customer service work experience preferred; public service experience preferred; cash handling skills preferred; and more than 2-years of related experience preferred.

Proficiency in Microsoft including TEAMS is preferred.

Knowledge, Skills, and Abilities:

Teamwork; discretion with confidential information; pleasant positive attitude and interpersonal skills; integrity; clear speaking skills; business writing skills; listening skills; telephone skills; computer skills for work processing; problem solving skills; the ability to multi-task; and the ability and patience to work with citizens of all ages.

Equipment typically used in this job:

Computer, fax, telephone, copier machine, calculator and/or adding machine, and folding machine.

Physical requirements:

Ability to hear conversational speech

Sit comfortably for long periods

Ability to approach counter for eye-level conversation with citizens

Ability to reach, pull, or lift 25 pounds

Able to get up and about work area quickly

Dexterity for office equipment

Speak clearly

Certifications, training, or licenses required:

Bonded (position involves direct contact with citizen money or valuables)

Notary public certification required

Training and development recommended:

Initial training includes orientation to the City features, structure, procedures, billing process, payroll procedures, and staff. Ongoing training may include topics such as computer skills, customer service, municipal regulations, accounting, tax laws, or personnel topics.