

TOWN OF NUCLA JOB DESCRIPTION

JOB TITLE: DEPUTY TOWN CLERK

SUMMARY

The Deputy Town Clerk assists the Town Clerk in administering, coordinating, and directing the Clerk's Office, as required by State statutes and Town ordinances. Work involves direct responsibility for numerous aspects of the Clerk's Office requiring strong organizational and technical skills. The Deputy Town Clerk is responsible for providing excellent customer service to peers, supervisors, other Town employees and members of the community. This position involves extensive public contact, necessitating excellent communication, interpersonal skills, customer service, independent judgment and professionalism. The Deputy Town Clerk works under the direct supervision of the Town Clerk.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Deputy Town Clerk must be able to successfully perform and is responsible for the fulfillment of the following essential job functions and duties:

1. Serves in the capacity of the Town Clerk in the Clerk's absence; performs all functions required such as Clerking Town Board of Trustee meetings.
2. Receptionist; answers the telephone, waits on the public; gives information of general town policies, or refers the citizen to the correct person; and inputs data into the Town's computer system
3. Performs a wide variety of routine clerical and administrative duties, including filing, bank deposits, picks up the mail, sorts, processes and distributes incoming and outgoing mail, issues permits (animal, building etc.), and records information.
4. Assists the Town Clerk in records management duties, including ordinances and resolutions, minutes, Board packets, building permits and any other official documents and records.
5. Accurate and timely posting of utility and sanitation accounts and monthly customer billing.
6. Prepares for and collects monies for utility bills, taxes, business license fees and other monies due the Town.
7. Prepares payroll that includes collecting time sheets, data entry, payroll compilation and check preparation. Maintains information and provides W-2 forms.
8. Processes accounts payable, including writing checks.
9. Serves as primary liaison with contracted building inspection. Handles resident questions and complaints regarding building issues.
10. Prepares all ordinances and resolutions for permanent record.

11. Initiates, organizes, files, safeguards, retrieves and archives a variety of electronic and physical documents, files, and records in accordance with State and Federal laws applicable to open records, confidentiality, and other issues; creates and implements a filing system and a Records Retention Schedule and purges records according to applicable law; develops spreadsheets, templates, databases, and other computer-based tools to manage departmental information, statistics, and reporting.
12. Supports and assists Town Clerk with liquor licensing, business licensing, special event permitting, and election duties, as needed.

Other Duties and Responsibilities

1. Performs related work and may be involved in special projects that are unrelated to primary and essential job functions as assigned and required.
2. Manages a limited amount of time and prioritizes a large volume of work so as to ensure all essential duties are completed correctly and on time.
3. Provides excellent external customer services by greeting and directing the public to proper authorities or Town departments; responds to public inquiries and disseminates information, both written and verbal, to the public and other departments. Answers public complaints professionally and carefully and informs others, or forwards to appropriate party.
4. Provides excellent internal customer services to include responding to inquiries and providing assistance to co-workers, supervisors, and other Town employees.
5. Attends and participates in required training and meetings. Continues educational and certification requirements as necessary in order to remain technically skilled and cognizant of current methods and procedures.
6. Performs work assignments in a safe manner and encourages others to use safe work practices. Able to recognize and manage risk. Maintains a work environment that is conducive to safe work practices and standards.

Knowledge, Skills and Abilities

1. Demonstrates knowledge of computer software applications to include Quick Books, Microsoft Office and other networked computer functions, including Internet, e-mail, and social media sites.
2. Possesses the knowledge and skills in basic bookkeeping and accounting. Consistently demonstrates knowledge of and experience in use of spreadsheets and databases and work processing to track internal information.
3. Experience with record-keeping and professional, contemporary office practices and equipment.
4. Knowledge, skill and ability to compose and format business letters and minutes.
5. Communication Skills: Ability to read, analyze and interpret common journals and legal documents. Ability to respond effectively to common inquiries or complaints from citizens, regulatory agencies, and members of the business community.

6. **Mathematical Skills:** Ability to add, subtract. Multiply and divide in units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratios and percentage.
7. **Reasoning Ability:** Ability to solve practical problems and deal with a variety of situations and circumstances. Ability to interpret a variety of instructions, whether verbal, written, in schedule form or a diagram or picture. Can demonstrate initiative concerning projects and needs of the Town.
8. Capable of producing quality and detailed work despite frequent interruptions.
9. Maintain confidentiality and handle matters of a sensitive nature.

Materials and Equipment Directly Used

- Networked systems and e-mail.
- Personal computers
- Scanners.
- Laser printers.
- Multi-line telephones.
- Photocopying and fax machines.
- Postage machine.

Working Environment/Physical Activities

Generally sedentary at a desk, exerting up to 10 pounds to carry, push, pull or move objects. May require moderate lifting of 15-45 pounds under some circumstances. Other duties include filing, resulting in reaching, bending, and standing. Extensive typing and data entry requires use of fingers and wrists and sitting for long periods of time in close proximity to a computer screen. Job requires reading, writing, keyboarding, hearing, verbal communication, and visually observing situations. Environmental factors include working closely with others in a closed office setting, working with office machinery and exposure to noise. Ability to drive a motor vehicle. Exposure to a variety of weather conditions and temperatures, slippery/uneven surfaces. Job requires working alone and as a member of a team.

Licenses or Certificates

Valid Colorado Driver's License at the time of hire.

Education, Experience, and Formal Training

High School Diploma or General Education Degree (G.E.D.), Two years office experience. Preference will be given to candidates with customer service experience and/or a dedicated customer service orientation and work experience in a professional office environment. Knowledge of Nucla and the surrounding areas will also be considered.

Wage or Salary Range:

Determined by the Board of Trustees

All duties and descriptions listed in this job descriptions are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the organization and requirements of the position change.

It is the policy of the Town of Nucla not to discriminate on the basis of race, religion, creed, sex, age, national origin, or disability related to a bona fide occupational qualification

This job description has been reviewed and approved.

Employee

Date

Supervisor

Date