

# CITY OF LOVELOCK JOB DESCRIPTION

**Department:** City Clerks Office  
**Reports to:** City Clerk  
**FLSA Status:** Non-Exempt

**Classification:**  
**Date Council Approved:** 11/18/08  
**Created:** November 2008  
**Last Revised:** 3/19

## DEPUTY CITY CLERK

### DEFINITION

Under general direction of City Clerk, supervises and participates in the daily office operations of the City Clerk's department; acts for the City Clerk in his/her absence; and performs other duties as assigned.

### DISTINGUISHING CHARACTERISTICS

This position is responsible for assisting with the daily operations of the office, which includes supervision and training of department employees in performance of their job duties. The Deputy City Clerk performs the more technical work of the department and is involved in writing and administering grants.

**ESSENTIAL FUNCTIONS: (Performance of these functions is the reason the job exists. Assigned job task/duties are not limited to the essential functions).**

1. Participates in the preparation of payroll, cash receipts, accounts payable, license and permit issuance, utility billing and customer service; schedules and assigns work priorities.
2. Reviews and processes accounts payable for payment checking for compliance with applicable budget, accounting and other regulations; organizes, prepares and codes invoices, set up new vendor files and updates vendor list; prepares checks for signature.
3. Prepares City Council agendas for legal counsel review; attends *City Council meetings; takes and transcribes minutes of City Council meetings*; coordinates review and editing of minutes with legal counsel.
4. Assists in preparing statistical reports, correspondence, special projects and special financial reports according to prescribed formats as required; verifies accuracy and reconciles discrepancies; contacts originator of report to discuss corrections and revisions; finalizes reports for presentation or submission to the appropriate source.
5. Participates in researching, writing and administering grants for city; follows policies and procedures; attends meetings in order to perform the necessary work by meeting various grant schedules.
6. Assist public and other departments or agencies, in person and by phone, by

answering inquires related to department records, services and programs; explains rules, policies and procedures; explains proper use and completion of forms and documents.

7. *Trains and reviews the work of others when assigned by Clerk; schedules work and provides direction when assigned; monitors work flow, effectiveness of procedures or operations, condition of equipment and materials utilized in department operations to advise City Clerk of areas where changes may be needed.*

8. *Maintains all office equipment, lease agreements and responsible for ordering supplies and equipment for office.*

9. *Assists with maintenance of city's confidential personnel files, overseeing dissemination of employee benefit information, providing orientation for new city employee's regarding benefits, salaries and employee resource manual; assists new employees in the completion of personnel forms.*

10. Answers telephone and directs phone calls; runs errands including transmittal of bank deposit and mail.

11. Follows all safety rules and procedures.

## **EMPLOYMENT STANDARDS**

### *Knowledge of:*

General accounting and auditing principles, methods and procedures; city policies and procedures involving the preparation and processing of fiscal records; data processing capabilities for records keeping systems and for the preparation of financial and statistical reports; principles and practices of supervision. Basic elements of English usage, grammar, spelling and punctuation; operation of basic office equipment; proper business letter and report typing procedures; telephone and receptionist etiquette.

### *Ability to:*

Interpret and apply city ordinances, rules and regulations; establish and maintain working relationships with subordinates, staff and public; analyze a variety of problems and recommend alternative solutions; ability to supervise the work of others. Make oral and written presentations regarding technical matters. Travel away from duty station for training and/or meetings.

### *Education and Experience:*

Graduation from high school or possession of G.E.D. and two years experience in accounting, bookkeeping, or finance or a related field, which involves maintaining financial and statistical records or any combination of training and/or experience that could likely provide the desired knowledge and abilities.

### *Special Requirements:*

A valid Nevada driver's license for equipment to be operated.

### *Physical and Mental Requirements*

Level AI: Basically an indoor desk job. The job may require traveling by car. Physical demands include occasional light lifting, walking, some bending, stooping and squatting. Ability to appropriately handle stress and interact with others including, supervisors, coworkers, members of the public, and others. The ability to interact professionally, communicate effectively, and exchange information accurately.

*Working Conditions*

Environment is generally clean with limited exposure to conditions such as dust, fumes, odors or noise.

**Employee's Acknowledgement:** I acknowledge that I have read the above job description and have received a copy for my records.

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Employee's Signature

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Date Signed