

CITY OF FILER

DEPUTY CLERK / PLANNING & ZONING ADMINISTRATOR

GENERAL STATEMENT OF DUTIES:

Assists the City Clerk-Treasurer in preparing administrative records relating to finance, budget, supply, personnel, ordinances and/or other official records resulting from meetings and policy decisions of city council meetings. Reading and applying city code when and where needed. Taking applications for all Planning & Zoning needs. Attending City Council meetings for Planning & Zoning issues and a wide variety of other clerical and administrative duties as required and assigned.

EXAMPLES OF DUTIES:

- Customer Services (in person, over the phone, email)
- Answering a multi-line phone and being able transfer calls where needed or taking messages
- Operating computer programs, 10-key, copy machine, scanner, fax machine and typewriter
- Prepare claims for accounts payable
- Print and distribute checks
- Receive and post payments in cash receipting and utility billing
- Ability to count change back without calculator
- Reviewing City Code and following procedures
- Issues building permit applications, then reviews application and plans before Building Inspector
- Issues any other applications required in Planning & Zoning
- Research
- Taking minutes
- Filing
- Assists Clerk-Treasurer with any other tasks as needed

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Skill in operating computers and computer programs, standard office equipment and machinery; good knowledge of office terminology and procedures; skill in bookkeeping and procedures such including payroll, business arithmetic and English; ability to maintain complex records and prepare reports for such records; to make sound and reasonable decisions in accordance with laws, ordinances, regulations and established policies, deal with employees and the public courteously and effectively. Must be able to multi-task, be a self-starter, detail oriented, keep a positive attitude, and have a sense of humor.

REQUIRED EDUCATION AND EXPERIENCE:

High School graduate required and college course work in accounting, business procedures and English OR at least 2 years' experience in accounting or book keeping and clerical work involving public contact or any equivalent combination of education and experience which provides the required skills, knowledge and abilities.

NECESSARY SPECIAL REQUIREMENTS:

Ability to be bonded