

**City of Vicksburg
Job Description**

Job Title: Deputy Clerk
Department: City Clerk Office
Reports To: City Clerk
FSLA Status: Non exempt
Prepared By: Walter Osborne Jr.
Prepared Date: March 3, 2018

Summary: Assists the City Clerk and serves the public in all aspects by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Performs a variety of routine and complex clerical, secretarial and administrative work in direct support of the City Clerk.

Prepares the official documents of the City of Vicksburg, including but not limited to legislative minutes, ordinances, resolutions and contracts.

Assists with coordinating the response to public records requests pursuant to State law.

Prepares for and provides support to the City Clerk in preparation of agendas and minutes and attend regular and special City meetings as directed.

Is responsible for follow-up on Board actions and directives.

Maintains records of appointments to all committees, boards and elected positions.

Type memos, letters, resolutions, agreements, etc.

Answers telephone, makes appointments, assists customers, and fax information.

Assists other clerk's with their assigned duties.

Advertises for bids and notifies all bidders of bid results.

Send Notice of Hearing for Special Assessment Downtown Taxing District to the paper.

Coordinates with the newspaper all advertisements as directed by the Mayor and Aldermen.

Writes, reimburses and balances petty cash fund for the City Clerk's office.

Handles cemetery and ambulance service reports, schedule appointments for the use of City of Vicksburg facilities.

Reviews purchase orders on fixed assets for City Clerk Department.

Prepares agenda and pending docket for board meetings.

Types ordinances that are adopted by Mayor and Aldermen as needed.

Types Notice of Appeal Hearings to be published in the newspaper as needed.

Responsible for cash drawer.

Receipt and post daily revenues to City of Vicksburg and make deposits.

Maintains cemetery records on purchase of grave spaces, and grave openings and closings.

Assist with municipal elections.

Pulls files for auditors.

Distribute employee payroll checks.

All others duties as assigned.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Qualifications

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 degree (A.A./A.S.) or equivalent from two-year college or technical school; or high school diploma or general education degree (G.E.D.) and one to two years of progressively responsible administrative secretarial, records maintenance or business

office management experience and customer relations experience. Or equivalent combinations of education and experience.

Language Skills

Ability to read, write and comprehend simple instructions, correspondence, and memos. Ability to effectively present information in one-on-one and to all groups of customers, clients, and other employees of the organization.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have knowledge of spreadsheet software (i.e. Excel) and word processing software (i.e. Word).

Certificates, Licenses, Registrations

Must have a valid State of Mississippi Drivers license.

Certification as a Municipal Clerk is preferred. Must be willing to obtain certification as a Municipal Clerk.

Must be bondable.

Other Skills and Abilities

Ability to correctly interpret and apply the policies and procedures of the function to which assigned.

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

Maintain confidential data and information.

Direct and participate in the retention, retrieval, organization, and destruction of official records and documents.

Establish and maintain effective working relationships with City department directors, employees, elected officials and the public.

Perform a variety of specialized clerical, office support work involving the use of independent judgement and personal initiative.

Train and direct other clerical personnel.

To be cross trained and to assist other positions within the department as directed.

Work independently.

Review and monitor a variety of budgetary/financial information.

Other Qualifications

Overtime, and alternative work schedules may be assigned as 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.

Sit or stand for extended periods of time.

Seeing to read a variety of materials.

Dexterity of hands and fingers to operate a computer keyboard or other office equipment.

Bending at the waist, kneeling or crouching to file materials.

Reaching overhead, above the shoulders or horizontally to file materials.

Lifting, carrying, pushing or pulling moderately heavy objects up to 25 pounds.

Climbing step stools to store or retrieve records.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually moderate.