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**CITY OF WATERVLIET**

**158 W PLEASANT ST**

**P.O. BOX 86**

**Phone: (269) 463-6769 WATERVLIET, MI 49098 Fax: (269) 463-7708**

***Deputy Clerk Job Description***

**GENERAL STATEMENT OF RESPONSIBILITIES**

Under general supervision, this position is responsible for performing executive level administrative responsibilities and functions of the City Clerk’s office. In the absence of the City Clerk the Deputy City Clerk be responsible for attending City Commission meetings and taking minutes.

**ESSENTIAL JOB FUNCTIONS**

Provide excellent customer service to our internal and external customers. Assisting customers at the window, answering phones and directing calls, processing payments for municipal services, proved notary public service, process mail, schedule park reservations, create permits, FOIA requests etc. Municipal account activations and terminations, assist other departments as necessary. Issue purchase orders following City’s accounts payable procedures. Meticulous record keeping of payables/expenditures. Must obtain election certifications to have access to QVF files. Assist with all election processes following all protocols diligently. Other duties as assigned.

**REQUIRED KNOWLEDGE**

* Office Administration: Knowledge of office systems, practices, procedures, and administration.
* Technology: Extensive knowledge of office equipment, computer hardware and software. Knowledge of office phone systems, transferring and managing a high volume of calls.

**REQUIRED SKILLS**

* Candidate needs to be able to learn quickly gain a strong understanding of municipal accounting practices as it relates to the city budget.
* Must obtain election certification credentials to obtain chess to the Qualified Voter File (QVF). Continuing education is required to keep certificates current at all times.

 **REQUIRED ABLITIES**

* Communication: Ability to read, analyze and interpret complex documents. Ability to respond effectively to sensitive inquiries and or complaints. This job is responsible for addressing customer needs in a professional and timely manner.
* Accounting: Ability to process payments, basic cash handling, reconcile accounts.
* Professionalism: This job has a full responsibility for ensuing that employees are honest, responsible, fair, highly trained, and cost conscious. Access to sensitive materials requires confidentiality.
* Quality: Provide the highest quality of customer service for our internal and external customers.

Minimum Requirements: Highschool diploma or equivalent. Valid Michigan Driver’s License, Minimum 5 years or more of progressive office management or supervising responsibilities. Must be bondable. Must have reliable transportation. Must be reliable, honest, and dependable.

**BENEFITS**

Salary: $18.50 – $24.00 an hour based on experience.

Insurance: Health, Vision, Dental, Life, Short- and Long-Term Disability. 457B retirement up to 6% match.

4-day work week, 140 hours of paid time off annually.