

**CITY OF MINNEOTA
POSITION DESCRIPTION**

POSITION TITLE: City Clerk/Administrative Assistant
DEPARTMENT: Administration
SUPERVISOR: City Administrator
STATUS: Full Time Non-exempt

A. POSITION SUMMARY

This position performs skilled bookkeeping duties including utility billing, payroll, accounts payable and receivable. Assists in managing the overall operations of the City on a day to day basis. Serves as the City's primary receptionist and provides routine information to the public. Administers City elections.

B. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Responsible for the utility billing operations including: entering meter readings, billing and collection of accounts and following up on delinquent accounts
2. Responsible for payroll functions and year-end W-2 and 1099 forms
3. Responsible for accounts payable and accounts receivable including manual invoicing
4. Responsible for bank deposits
5. Assists with annual audits
6. Obtains, processes, and distributes incoming mail
7. Responsible for rental schedule of the Community Center, Campground, and Picnic Shelters
8. Responsible for recycling program reports and vouchers
9. Responsible for renewal of township ambulance/fire contracts and city compost agreements
10. Prepares and submits various government reports, prepares various city contracts and acts as notary public
11. Assists with zoning permit applications, prepares and mails permits
12. Assists in the preparation and distribution of agendas and meeting packets
13. Attends Council and other meetings and records minutes in the absence of the City Administrator
14. Assists in the maintenance of permanent records, including minutes, ordinances, resolutions and city code
15. Maintains filing system
16. Issues city licenses and permits as provided by city ordinance (dog licenses, liquor licenses, etc.)
17. Schedules and coordinates appointments for employee drug testing
18. Orders office equipment and supplies, documents inventory, and verifies invoiced amounts
19. Responsible for supervising the maintenance of the city hall, equipment, and grounds
20. Assists with updating of City's website
21. Maintains city personnel files
22. Maintains and keeps records of Worker Compensation claims for city employees
23. Responsible for SCDG rehab program payments and reports
24. Performs responsible support work in the preparation of assessment rolls and records
25. Provides clerical assistance to council members and other city staff
26. Provides routine information, explanations, and assistance to the public and other employees via telephone, mail, fax, email, and in person
27. Responsible for the conduct of local and general elections and maintains knowledge of election laws

These examples are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. The job description is subject to change as the needs of the employer and requirements of the job change.

C. KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of basic accounting and bookkeeping practices and procedures
2. Knowledge of municipal financial management including payroll and billing practices and financial record keeping
3. Knowledge of basic municipal operations, city policies, procedures, and ordinances
4. Knowledge of record management and record retention
5. Knowledge of data privacy as it relates to the release of City data
6. Knowledge of state and county election procedures and operations
7. Skill and proficiency in the operation of office equipment including the operation of a computer, copier, telephone system, typewriter, calculator, and fax machine
8. Skill and proficiency in using word processing, spreadsheet, accounting, and other software applications
9. Ability to perform mathematical calculations
10. Ability to perform general clerical work requiring a high degree of concentration, organization, and judgment in interpreting practices and procedures to solve problems
11. Ability to deal confidently and effectively with members of the public with a high degree of tact, courtesy, confidentiality and sound judgment, both in person and on the telephone
12. Ability to prepare correspondence, reports, minutes, and other written materials
13. Ability to make minor decisions in accordance with established policies and procedures
14. Ability to work independently and plan, organize, and prioritize work tasks
15. Ability to prepare work results with 100% completeness and accuracy
16. Ability to handle written or verbal confidential information with discretion
17. Ability to handle interruptions and ability to handle multiple ongoing tasks while completing work in a timely manner

D. MINIMUM REQUIREMENTS

1. High school diploma or equivalent
2. One year of advanced secretarial / accounting training from a business college or vocational institution or three years work experience in an office setting
3. One year of computer experience, preferably Microsoft Office and/or accounting software (Caselle, Banyan, CTAS, Quickbooks, etc.)

E. DESIRABLE QUALIFICATIONS

1. Experience in a similar office position, preferably in a municipal office
2. City Clerk Certification
3. Two-year degree in accounting and/or bookkeeping

NON-DISCRIMINATION POLICY

The City of Minneota does not discriminate on the basis of handicapped status in the admission or access to or treatment or employment in its programs and activities.
