

DEPUTY CITY CLERK

IBEW UNION POSITION

JOB SUMMARY

The Deputy City Clerk is a key administrative position reporting directly to the City Clerk/Treasurer. This position provides diverse clerical and administrative support to the City Clerk/Treasurer's office while serving as a primary public-facing representative to the City. The Deputy Clerk Manages financial transactions using BARS accounting principles, processing payroll through Springbrook software, maintains comprehensive records management systems, and assist with the City Council proceedings. In the absence of the City Clerk/Treasurer, the Deputy Clerk fills in for those duties as needed. This position requires strong organizational skills, attention to detail, proficiency in municipal finance procedures, and excellent customer service abilities. This position also acts as administrative assistant to the City Clerk/Treasurer and City Administrator.

ESSENTIAL FUNCTIONS

Financial

- Prepares accounts payable vouchers and processes payments
- Assists with maintaining grant and loan files
- Prepares cash reports and bank reconciliations
- Performs daily reconciliation of credit card payments and cash drawer
- Applies BARS accounting principles to municipal financial transactions
- Assists with bank reconciliations
- Prepares the monthly excise tax report for the Department of Revenue.

Payroll Processing

- Be able to manage the overall payroll function using Springbrook software, ensuring accurate and timely processing for employees
- Ensures compliance with federal, state, and local laws regarding payroll activities, including special leave, payroll benefit accruals, and employment policies
- Processes accurate deduction and remittance of garnishments, child support, IRS levies, and court orders

Records Management

- Acts as a resource for the maintenance of the City-wide records management system, implementing procedures and policies to ensure City departments adhere to established records management guidelines and retention schedules that include a vital records protection plan
- Organizes, indexes, and stores City-wide records in multiple applications, formats, and storage media
- Designs common filing structures, naming conventions, and indexing systems
- Establishes records archive and destruction standards
- Manages offsite records storage contract and coordinates filing, retrieval, and destruction

Public Records Requests

- Assists Public Records Officers with processing public records requests.
- Receives and interprets public records requests for distribution and coordination between City staff and legal department
- Monitors response time and reviews response records for exemptions and disclosure in accordance with the WA State Public Records Act statutes
- Collects fees in accordance with City fee schedules
- Ensures compliance with state and local laws and regulations

Administrative Support

- Transmits agenda/legal notices in compliance with the Open Public Meetings Act and updates the City's webpage accordingly and prepares transcription of city council minutes
- Coordinates the proper codification of City ordinances
- Obtains notary license to safekeep the City seal and attests City documents
- Assembles and maintains City's internal administrative policies and procedures
- Filing and copying

PERFORMANCE EXPECTATIONS

- Performs quality work within deadlines with or without direct supervision
- Interacts professionally with other employees, customers, and suppliers
- Works effectively as a team contributor on all assignments
- Works independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations

MINIMUM QUALIFICATIONS

- Associate's degree in accounting or business administration
- Three years of progressively responsible administrative, records maintenance, or business office management experience
- Basic spreadsheet operations

- Experience in public contact and customer relations
- Experience with Springbrook software
- Knowledge of payroll processing procedures and compliance requirements
- Understanding of BARS (Budgeting, Accounting, and Reporting System) accounting principles for municipal government
- Supplementary training in administrative practices and records management
- Experience operating standard office equipment

PREFERRED QUALIFICATIONS

- Experience in local government administration
- Knowledge of records management best practices
- Familiarity with public records laws and the Open Public Meetings Act
- Strong organizational and computer skills
- Excellent written and verbal communication abilities
- Experience with payroll tax reporting and compliance
- Knowledge of benefit administration and reconciliation
- Experience interpreting and implementing payroll provisions from various policies and agreements

WORKING CONDITIONS

- Office environment with occasional requirements to visit facilities or attend meetings outside of normal office hours
- Occasionally required to lift and carry items up to 25 pounds

ADDITIONAL INFORMATION

The job duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. This job description reflects the general details as necessary to describe the principal functions of the job, the level of knowledge and skill typically required, and the scope of responsibilities, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load.