City of Durant, Iowa

The City of Durant, Iowa, is looking for a highly motivated individual with a strong work ethic to fill the full-time position of Deputy Clerk. The Deputy Clerk is responsible for performing a variety of routine and complex administrative and clerical duties that require accuracy, proficiency, and confidentiality. Preference will be considered for any applicant with local, county, or state government experience. This position is also responsible for monthly utility billing and collections. The right candidate must possess strong problem-solving, verbal and written communication, organizational and multi-tasking skills, and be proficient using Microsoft Office Suite along with various other technologies. Applicants must possess a high school diploma or equivalent; and have at least three years of experience in an office accounting, business, or related field. Preferred qualifications include experienced in city, county, or state government. Benefits include IPERS, health insurance with eye and dental insurance, paid holidays, vacation and personal time.

Qualified individuals may obtain an application at City Hall 402 6th Street Durant, Iowa. Or on line at www.cityofdurantiowa.com. Return application and resume in person, or mail to PO Box 818 Durant IA 52747-0818. No emailed applications will be accepted. Applications will be accepted until position is filled. The City of Durant is an Equal Opportunity Employer.

JOB DESCRIPTION
CITY OF DURANT

Position Title: Deputy Clerk

Position Reports To: City Operations Officer/Clerk, performs a variety of routine and complex administrative and clerical duties that require accuracy, proficiency, and confidentiality. This position is also responsible for monthly utility billing and collections.
Adoption Date: Resolution#
Pay Status: Hourly, non-exempt.

JOB DUTIES AND RESPONSIBILITIES

I. General Duties

a.) Attends service counter-greets customers supplying general information about City or referring person to appropriate staff.
b.) Receives incoming phone calls and supplies information or transmits messages to appropriate staff.
c.) Place garbage and recycling at curb; make sure front walk is clear of ice and snow as needed.
d.) Reviews payroll before final process by City Operations Officer/Clerk.

II. Utility Billing System

a) Collects payments for water/sewer bills and issues receipts. Posts payments to customer accounts.
b) Sends out bills for work done by the City staff including water meters, meter parts, bulk water, shutoff fees, and other miscellaneous services.
c) Keeps an Accounts Receivable log and updates it accordingly.
d) Makes bank deposits, picks up mail, sorts, and distributes mail to department boxes.
e) Utility Billing-prepares meter read software for staff to read meters. Loads information on to computer and looks over meter reads to detect any errors.
f) Prints water bills, and prepares for Post Office. Keeps track of resident deposits and refund when necessary, send out letters notifying residents of this.
g) Keeps file on irrigation meters that are purchased. Figures refunds when irrigation meter reads are received and applies credit to water bills.
h) Keeps file on ACH customers-sets up new accounts and cancels-prepares file for bank each month with list of ACH customers.
i) Applies penalties to delinquent bills and sends delinquent notices each month.
j) Prepares shut-off notices for Public Works to distribute.
k) Sends out letters regarding NSF, delinquent accounts, credits to accounts, or any other utilities related issues.
l) Sets up new accounts for residents moving in and finals accounts for those moving out. Provides packets of general info to new residents.

m) Keeps a record of residents with small and large garbage containers, notifies garbage company about exchanges that need to be made for broken carts or new residents that need carts.
n) Corresponds with garbage company about resident complaints, missed garbage pickups, ordering carts and stickers, large item pickups, and garbage count for the month.
o) Enters receipts into computer daily.
p) Prepare bank reconciliations monthly.

III. Permits

a) Keeps a log of building and improvement permits. Responsible for filing permits and sending permit to customer, collecting fees for permits or sending bill.
b) Sends copies of building and improvement permits to Cedar, Scott, and Muscatine county assessors.
c) Keeps track of alcohol and cigarette licenses. Notifies alcohol and beverage division when license has been approved by Council. Distributes license to business.

IV. Accounts Payable & Misc.

a) Assists with accounts payable: preparing bills for payment, preparing claims list for Council, prints checks to be signed and approved by Council, sends out payments; prepare claims list for publication after Council meeting.
b) Prepares sales tax due for the month from the City to the Iowa Dept of Revenue.
c) Reports online Employee Payroll Count monthly.

d) Collects information for fuel tax refund, prepares worksheet, and calls information in.

e) Provides Council with monthly building permit log and community center schedules and payments.
f) Assist with sending out public notices for P& Z meetings.

g) Assist in preparing monthly article for News & Views.

h) Orders office supplies for City Hall and other departments as needed.

i) Keeps a record for dog licenses-fills out license, collects payment, and distributes dog tag.
j) Updates info sheet and phone lists as needed.

k) Must be able to attend meetings, take minutes, and publish minutes in clerk's absence.

l) Updates City website when necessary. Works with website designer for changes.

V. QUALIFICATIONS

a) Associates degree in accounting, administration, business or related field, or three years of experience in related work with accounting.
b) Must have ability and willingness to attend Municipal Clerk training once a year as directed.
c) Must have 3-4 years of computer experience in Microsoft Word, Excel, and Outlook

VII. SKILLS, KNOWLEDGE & ABILITIES REQUIRED

a) Must possess knowledge of Iowa Fund accounting as required by law and Council. Must have knowledge of city financial, utility billing and payroll software.
b) Ability to make clear and accurate decisions in times of emergencies and high stress situations.
c) Ability to establish and maintain effective communication with other employees, clerks, administrator, Council, and general public.
d) Knowledge of City Code of Ordinances and General Knowledge of how to research Iowa Code.

WORK ENVIRONMENT Work requires exertion of up to 50 lbs. of force occasionally and up to 20 lbs of force frequently. Must be able to sit and stand for extended periods of time. Must be able to use keyboards, write and type for extensive periods.

NOTE: The City Council has the right to add or change essential duties at any time. The duties listed above and below are not inclusive of all tasks that employees of this classification may be required to perform.

City of Durant
402 6th Street PO Box 818
Durant, IA 52747-0818

(Ph.) 563.785.4451
(Fax) 563.785.6809

EMPLOYMENT APPLICATION

The City of Durant Iowa does not discriminate in hiring on the basis of sex, age, race, color, religious creed, marital status, national origin, or physical or mental disability unrelated to ability to perform the work required. City of Durant is an Equal Opportunity Employer.

Full Name _____ Date_____
First Middle Last

Address _____

Telephone_____ Cell Phone No._____

Position applying for with City of Durant: _____

Must be 18 or Older Have you previously applied? Yes___ No___

Are you willing to work any shift? Yes_____ No_____

You must be available to work weekends and holidays.

Are you legally eligible to work in the United States? Yes_____ No_____ *proof required upon employment.*

Military Service: *The following section is required by Iowa Code 35 C.1*

Have you ever served on active duty in the Armed Forces of the United States?

Yes____ No____ Branch_____ Serial #_____From_____ to _____

Rank upon discharge_____Duties:_____

Highest Rank attained: _____

For what war or conflict did you serve? _____

Member of Reserve/National Guard? Yes_____ No_____

Education:

Indicate by circling highest grade completed:

Grade School: 1 2 3 4 5 6 7 8 Name of School: _____

High School: 9 10 11 12 Name of School_____

College: 1 2 3 4 Name of College or University: _____

Other: _____

Please list any other licenses or certifications completed: _____

EMPLOYMENT RECORD

1. Name_____From_____TO_____
   Address_____ Telephone_____
   Position and Duties: _____
   Supervisor_____ Wage Start_____ End_____
   Reason for leaving: _____
2. Name_____From_____TO_____
   Address_____ Telephone_____
   Position and Duties: _____
   Supervisor_____ Wage Start_____ End_____
   Reason for leaving: _____
3. Name_____From_____TO_____
   Address_____ Telephone_____
   Position and Duties: _____
   Supervisor_____ Wage Start_____ End_____
   Reason for leaving:_____

REFERENCES- (non-relatives)

1.) Name_____Address_____

Telephone_____ How long acquainted? _____

2.) Name_____Address_____

Telephone_____ How long acquainted? _____

3.) Name_____Address_____

Telephone_____ How long acquainted? _____

Driving Record

Has your driver's license in any state ever been revoked? Yes_____ No_____

Do you have any unpaid traffic tickets? Yes_____ No_____

Describe the nature of any and all motor vehicle accidents in which you were involved as a driver._____

_____

Have you ever been convicted of operating a motor vehicle while intoxicated? Yes___ No__

If you answered yes to any of the above, state condition, treatment and year of treatment.

_____

_____

_____

_____

_____

Are you aware of any physical and/or mental limitation that might possibly prevent you from handling your duties? Yes____ No___

If yes, please explain: _____

_____

_____

Please read carefully before signing:

I certify that I have made no willful falsification, misrepresentation or omission in completing this application, and that the entries made by me herein are true, complete and accurate to the best of my knowledge. I understand that, if employed, false or misleading statement on this application shall be considered sufficient cause for dismissal. I further understand that an incomplete application or an absence of my signature below is just cause for rejection on this application.

_____ _____

Signature of Applicant Date

I hereby acknowledge that the selection process for this position is subject to Iowa open meetings and records. To the extent allowed by law, I request my application be kept confidential. I further request that the sessions in which my qualifications are reviewed and discussed be done in closed session as to protect my reputation.

_____ _____

Signature of Applicant Date

If you choose to not sign this acknowledgement or request, your application may become public record and considerations of you application may be done in open session.

Please mail applications to: City of Durant
PO Box 818
Durant IA 52747-0818
You may drop applications off at: City Hall 402 6th Street Durant IA 52747
No faxing or emailing of application accepted.

Resumes are also recommended with the applications. Any questions, please call city hall 563-785-4451 or email dcavin@cityofdurantiowa.com.