

Assistant City Clerk

City of Dry Ridge, KY

The City of Dry Ridge, KY will be hiring an Assistant City Clerk to fill a vacancy. Please submit resume and cover letter by mail to the City of Dry Ridge, Attention: Ken Little, City Administrator, PO Box 145, Dry Ridge, KY 41035 or e-mail to ken.little@cdrky.org.

A copy of the job description is available online at CDRKY.org or in person at the City of Dry Ridge Clerk's Office located at 31 Broadway, Dry Ridge, Kentucky 41035, Monday through Friday 8:00 a.m. to 5:00 p.m.

Resumes with cover letters must be received by Wednesday, October 02, 2019, 5:00 p.m.

The City of Dry Ridge is an Equal Opportunity Employer.

CITY OF DRY RIDGE
POSITION DESCRIPTION

Class Title: Assistant City Clerk/Treasurer

Department: Administration / City Clerk/Treasurer's Office

Supervisor: City Clerk/Treasurer

Supervises: Assumes Responsibility for the Office in the Absence of a Higher Authority

Class Characteristics: Under general administrative supervision, assists the City Clerk/Treasurer with all activities and programs of the office; assists in preparing and maintaining official records of the City; assists in preparation, proofing, and mailing notices for taxes, licenses, fees, utility bills, and other city revenues; collects and records city revenues; performs related work as required.

A. General Duties and Responsibilities:

1. Essential:

- a. Assists with all activities and programs of the office.
- b. Attends regular and special Council meetings in the absence of the City Clerk / Treasurer and record the minutes of the meeting.
- c. Assists in preparing and maintaining the official minutes of Council proceedings.
- d. Assists in maintaining all records of the city not specifically assigned to another office.
- e. Assists in the preparation, proofing, and mailing of notices for taxes, licenses, fees, utility bills, and other City revenues; accepts payments and writes receipts.
- f. Prepares delinquent tax, license and fee notices such as occupational, property, water, traffic fines and city stickers.
- g. Balances cash drawer daily.
- h. Prepares bank deposits.
- i. Assists with preparing and maintaining financial records of the city, including accounts receivable, accounts payable, and other records as required.
- j. Receives invoices and checks for accuracy; prepares checks for approved invoices.
- k. Prepares financial reports for City Council on regularly scheduled basis.
- l. Reconciles bank statements.
- m. Prepares licenses or permits after receipt of payment.
- n. Assists with preparation and distribution of payroll; assists with accounts payable.
- o. Prepares and forwards required reports on a timely basis, and

- maintaining payroll-related employee records.
- p. Type's correspondence, ordinances, resolutions, minutes, forms, contracts, reports, etc., for city personnel and officials from rough drafts; proofs for accuracy; maintains accurate files.
- q. Picks up and distributes mail; prepares materials for mailing.
- r. Prepares and delivers deposits to bank.
- s. Serves as receptionist for the office; answers telephone, greets visitors, accepts inquiries and/or complaints from the public and attends to their disposition or forwards to appropriate personnel.

2. Non-essential: None.

B. DESIRABLE QUALIFICATIONS

1. Training and Experience: Graduation from high school or equivalent supplemented by three years directly related work experience; additional job-related education may be substituted for required work experience on a year-for-year basis up to a maximum of two years.

2. Special Knowledge, Skills and Abilities:

a. Knowledge:

1. Knowledge of legal requirements relating to recording and preservation of official minutes and records, and other documents and records not specifically assigned to another department.
2. Knowledge of parliamentary procedures.
3. Knowledge of local government operations.
4. Knowledge of modern accounting practices and procedures, and the basic principles of public finance.
5. Knowledge of modern office practices, procedures, equipment and record keeping systems.
6. Knowledge of business English, spelling and arithmetic.

b. Skills:

1. Skill in the use of computers and other office equipment.
2. Communication skills.

c. Abilities:

1. Ability to prepare and maintain records accurately and efficiently, and to prepare clear and concise reports.
2. Ability to prepare and maintain financial management records of the city accurately and efficiently; ability to prepare financial reports on a timely basis.
3. Ability to type accurately.

4. Ability to operate standard office equipment, including computer hardware and software, typewriter, calculator, adding machine, copier, telephone, etc.
5. Ability to use courtesy and tact in dealing with the public, in person and on the telephone.
6. Ability to establish and maintain effective working relationship with City officers and employees, and the general public.

C. ADDITIONAL REQUIREMENTS

1. Instructions: Instructions are somewhat general; many aspects of work are covered specifically, but must also use some of own judgment.
2. Processes: Must occasionally consider different courses of action, or deviate from standard operating procedures, to get the job done.
3. Review of Work: Completed work is generally spot-checked.
4. Analytical Requirements: Problems require analysis based on precedent.
5. Tools, Equipment and Vehicles Used: Normal office equipment (computers, typewriter, copier, telephone, fax machine, etc.)
6. Physical Requirements of the Job: Work is typically performed while sitting at desk; lifting light objects (up to 25 pounds) is a requirement of the job.
7. Contacts: Frequent public and private contacts requiring tact and diplomacy are requirements of the job.
8. Confidential Information: Regular use of confidential information.
9. Mental Effort: Heavy.
10. Interruptions: Constant.
11. Special Licensing Requirements: Must possess and maintain valid driver's license.
12. Availability: Must be able to attend evening meetings.
13. Certification Requirements: Must obtain designation as Certified Municipal Clerk by the International Institute of Municipal Clerks and Certified Kentucky Municipal Clerk by the Kentucky Municipal Clerks Association within five years after appointment to the position.
14. Additional Requirements: Must participate in required drug/alcohol testing as a condition of continued employment.
15. Bonding Requirements: Must be bondable.

16. Overtime Provision: Non-exempt.