

JOB TITLE

Deputy Clerk

OBJECTIVE AND SCOPE

Provide office support services for administrative staff (i.e., City Administrator, Clerk-Treasurer, and other Department Heads). Serve as the first point of contact for public inquiries in-person at City Hall, or via telephone, and email communication and follow-up.

RELATIONSHIP

Be under the direct supervision of the City Clerk-Treasurer.

STATUS:

Part-time regular, hourly.

SALARY/WAGE RANGE

Grade 5.

QUALIFICATION, KNOWLEDGE, ABILITIES, AND SKILLS

1. Prefer individual to have work experience in similar field (office administration, service industry, or customer facing position) for one or more years.
2. Ability to communicate effectively, orally, and in writing.
3. Ability to work independently, once given direction, and possess excellent planning and organizational skills.
4. Have experience in general office procedures and operations of various office machines, including but not limited to calculators, fax machine, copy machine, computer, etc.
5. Be proficient in operation of the following computer programs: MS Word, Excel, Google and Canva or similar programs.
6. Be proficient in the operation and administration of social media platforms, including Facebook

DUTIES AND RESPONSIBILITIES

1. Shall be the phone receptionist for the entire office.
2. Shall be responsible for maintaining all files.
3. Shall compile and type various reports and assist other departments when assistance is deemed necessary.
4. Be responsible for categorizing all office information, including paper and digital files
5. Organize and schedule various department and committee meetings, send invitation, and post public notifications to inform parties that are to be in attendance.
6. Issue dog licenses.
7. Issue receipts.
8. Work with Planning and Zoning and EDA to accept applications and payment for Building Permit and Ordinance Reviews. Issue and record "desk issued permits" as required by the State of MN.
8. Provide information and assistance to the general public.

9. Assist in other areas of the office as directed. (Park & Rec registrations, electronic sign updates, community center reservations, etc.)
10. Responsible for preparing and tracking the accounts receivable (parking tickets, annual rental license, garden plots, side by side permits, parking permits, etc....)
11. Maintain confidentiality with data privacy issues, EDA issues, and other issues as needed.
12. Work with Planning and Zoning to compose letters for ordinance violations and develop tracking system to ensure compliance
13. Assist with elections as needed as an election official
14. Maintain updates and publish community messages on electronic sign.
15. Update City of Spring Valley website and social media accounts (Facebook) keeping them current with information and postings.
16. Other duties as assigned.

PHYSICAL REQUIREMENTS

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this position.

The employee is frequently required to stand and walk, sit for long periods of time, and able to reach with hands and arms and stoop or kneel.

The employee must frequently lift and/or move up to 25 pounds.

Simultaneous and repetitive movements of the hands, wrists, and fingers are often required.

Specific vision abilities required by this position include close vision and the ability to adjust focus.

Some travel maybe required to attend conferences and meetings. Overnight stays may also be required.