

# CITY OF BRIDGEPORT

**TITLE:** DEPUTY CLERK JOB DESCRIPTION

DECEMBER, 2021

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**SUMMARY:**

Performs a variety of administrative, professional and supervisory work in maintaining official records, providing administrative support to technical and professional staff, receiving the public, providing customer assistance, data processing, and assisting in the administration of the standard operating policies and procedures of the City.

**SCOPE OF RESPONSIBILITY:**

The employee will be working under the Clerk/Treasurer. Specific jobs and regular recurring duties are carried out with relative independence depending upon familiarity of the job. Supervision is available from the Clerk/Treasurer to resolve initial problems or to explain new material and precedent matters.

Knowledge of office equipment and practice, procedures, verbal ability and clerical aptitude necessary. Ability to keep accurate and legible records, type accurately, use calculator, copy machines, computer and maintain a courteous, cooperative relationship with public and co-workers. Ability to remain flexible.

**TYPICAL DUTIES:**

Responsible for reception duties, answering and directing phone calls, taking messages; greeting the public, answering or directing inquires.

Accept utility service money giving change as required, prepare copies for the public and accept other municipal fees when necessary.

Responsible for all utility billing; regular and delinquent charges, maintenance of accounts, billing changes, shut off/turn on, and meter reports.

Attend regular, special, or committee meetings of the City Planning Commission. Perform an accurate recording of the proceedings, including the preparation of the written minutes. Prepare, distribute, and advertise meeting agendas, materials, and minutes as needed. Attend City Council meetings as needed.

Perform administrative assistant duties, take notes, prepare final documents from notes, ability to speak and write clearly, ability to communicate ideas clearly, expressed desire for public contact.

Issue dog and other licenses and permits.

Manage Cemetery records, assist customers with plot purchases and burials. Coordinate with staff, customer, and Funeral Home arrangements for burial information and headstone placements.

Share account reconciliation, daily banking duties, mail pick up and distribution.

Supplies; purchase and maintain acceptable levels.

Maintain records filing system, including retention and disposal when necessary.

Administer the SEPA and NEPA process coordinating with staff and all other agencies. Making sure all legal notifications are properly executed.

Building Permitting; facilitate the process for customers seeking a building permit. Relay to all customers building specifications and/or zoning information as needed.

Coordinate and facilitate all paperwork, grant, and legal notifications for the Volunteer Fire EMS Department and Swimming Pool staff.

Attend seminars and workshops related to this position.

**OTHER:**

Work within established guidelines, policies and procedures.

Ethical, responsible, and self-motivated person.

Regular and punctual attendance is an essential function.

Involves attendance at evening meetings.

All other duties that may be assigned.

**QUALIFICATIONS:**

Graduation from high school, vocational school or equivalent; including or supplemented by courses in typing, filing, and office equipment and office procedures. Proficiency in computer knowledge is required including Office Suite.

Must be bondable.

Knowledge of the Spanish language, but not required.

The City of Bridgeport is an Equal Opportunity Employer and assures equal employment opportunity based on ability and fitness to all persons regardless of race, creed, or presence or any sensory, mental or physical handicap.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, equalize peak work periods or otherwise to balance the workload.

**COMPENSATION & BENEFITS:**

Hourly wage start \$19.04 or DOE

Medical, Dental, Vision, & Live Insurance

Public Employees Retirement System (PERS)

Vacation & Sick Leave

10 Paid Holidays Plus Floating Holiday

**ACKNOWLEDGEMENT:**

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description nor by the completion of any requirement of the job by the employee is intended to create a contract of employment of any type.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_