

# City of Missouri Valley, Iowa

**Employer:** City of Missouri Valley  
**Department/Division:** Administration  
**Facility/Location:** City Hall  
**Job Title:** Deputy Clerk

**Immediate Supervisor:** City Clerk/Administrator  
**FLSA Status:** Exempt  
**Shift:** M-F; 8 a.m. to 5 p.m.

**Job Summary:** Performs a wide variety of office procedures necessary for efficient functioning of the City. Job entails: payroll, all aspects of financial, prepare minutes and record keeping duties, issue licenses and permits, receive and deliver nomination papers and swear in Council/Mayor.

**Essential Functions**

1. Supervises personnel, excluding Police Department employees, in City Clerk/Administrators absence.
2. Maintains personnel records and retains all pertinent information for each employee’s personnel file, medical, and worker compensation record.
3. Calculates, prepares and distributes payroll checks for City employee, keeps payroll deduction records and remits payment to the appropriate agencies.
4. Files all sales taxes.
5. Performs necessary functions of the Utility Billing/Records Clerk in his/her absence.
6. Maintains Cemetery records, mark graves, resolve cemetery complaints, completes and record deeds.
7. Meets and engages customers (residents) with in-person communications.
8. Safety and insurance responsibilities:
  - a. Review of all issues relating to the injury of an employee or incidences resulting in property damage.
  - b. Chairs a safety committee. Conducts safety audits of all City-owned properties.
  - c. Completes and files all appropriate OSHA paperwork.
  - d. Works with the City’s insurance companies.
9. Recordkeeping and communication responsibilities:
  - a. Assists individuals with appointments, information, licenses, and permits.
  - b. Maintains record of licenses and retains all pertinent information for liquor and cigarette permits granted or revoked.
  - c. Assists in locating information for supervisor, department heads, other employees, boards, and the public as necessary;
  - d. Makes copies of and prepares drafts of letters, memorandums, presentations, press releases, requests for proposal, forms, and contracts as assigned.
  - e. Answers correspondence, and prepares outgoing mail.
10. Operates office machines such as typewriter, postage, calculating, and copy machines.

Physical Demands	Description	Essential Function(s)
<b>Sitting</b>	Sit for up to 1 hour at a time to work at desk.	1,2,3,4,5,6,7,8,9,10
<b>Standing</b>	Stand for up to 1 hour at a time to perform mail work.	1,2,3,4,5,6,7,8,9,10
<b>Lifting</b>	Lift up to 40-pound box of paperwork from floor to 80 inches (step stool available).	1,2,3,4,5,9
<b>Pushing</b>	Push up to 8 pounds to access filing cabinets at heights from floor to 56 inches.	1,2,3,4,5,9
<b>Pulling</b>	Pull up to 8 pounds to access filing cabinets at heights from floor to 56 inches.	1,2,3,4,5,9
<b>Hand Coordination</b>	Bilateral hand coordination to write, type, use mouse, and handle paperwork.	1,2,3,4,5,6,7,8,9,10

## Exposures

- Typical office environment.

## Knowledge, Skills, and Abilities

- High School diploma or GED, preferably an associate's degree majoring in business, public administration, office management, or other related fields.
- Two (2) years' experience in a municipal clerk office or a combination of experience and training.
- Experience working with a computer and accessing information via a computer system. Experience working with vendor software systems. Proficient skills with Microsoft Excel, Word, and email.
- Strong customer service orientation and skills. Detail oriented. Ability to clearly and verbally communicate with customers regarding City and State Ordinances.
- Shall be available for off-hour emergencies and/or work assignments.
- Ability to performs duties involving confidential data.
- Attends conferences and workshops to update and maintain knowledge and skills, as approved by City Clerk/Administrator.

## Personal Protective Equipment (PPE)

- All PPE necessary to perform the essential job functions.

## Licenses, Certifications, and Residency Requirements

- Must be able to possess or obtain a valid Iowa Drivers License and have a good driving records for the past three years.
- Must be bondable.

## Recommendations/Comments:

*The City of Missouri Valley retains the authority to change the job duties included in the job description at any time. The list of duties is not exhaustive and various requirements are subject to possible modification as a reasonable accommodation for a qualified individual.*

## Document History

Date	Description
01/2022	Original

## Definition of Terms

Term	Definition
• Essential Functions	• Those tasks that meet the definition of "the reason the position exists."

### ***Please read and sign:***

I acknowledge receipt of this job description and understand my duties and obligations as outlined. I further understand that this job description does not imply a contract and that employment at the City of Missouri Valley is "at will" and may be terminated at any time with or without cause for any reason at the discretion of the City of Missouri Valley.

I have been provided a copy of this job description: \_\_\_\_\_

I have read and understand the job requirements as identified above: \_\_\_\_\_

To the best of my knowledge, I am able to perform the essential job functions with or without reasonable accommodations (as listed here):

---

---

---

---