

Prepares and processes invoices for City's rental and Department's gasoline usage and forwards to each department head for reimbursement. Prepares and processes invoices for City's Departments for health insurance and other shared expenses as prescribed by contracts or agreements. Invoices vendors for city related services.

Maintains Capital Asset records and monitors public records inventory as required. Compares and reviews records against insurance inventory for coverage.

Maintains inventory list for equipment and vehicles.

Maintains and searches city records, such as claims, ordinances, and maps. Processes ordinance violations and sends notices on past due ordinance violations.

Calculates daily receipts and makes nightly bank deposits.

Prepares new hire documents and works with new employees to complete all documents.

Assists in benefits administration, including processing new hires, terminations, and employee changes.

Performs related duties as assigned.

JOB REQUIREMENTS AND DIFFICULTY OF WORK

High school diploma or GED

Knowledge of standard office procedures and basic computer word processing, spreadsheet, webmail, and e-filing and department software, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Knowledge of basic bookkeeping and/or accounting skills and ability to perform arithmetic calculations.

Knowledge of standard English grammar, spelling and punctuation, and ability to understand and follow oral and written instructions.

Ability to properly operate standard office equipment, including computer, calculator, typewriter, phone, copier, fax machine, Dictaphone, and paper shredder.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to provide access to or maintain confidentiality of department information and records according to state requirements.

Ability to effectively communicate orally and in writing with co-workers, other City departments, bank and utilities personnel, vendors, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to occasionally work extended, evening, and/or weekend hours and travel out of town, sometimes overnight.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs duties according to flexible, customary routine, with priorities determined by supervisor. Incumbent's work is reviewed upon completion of specific duties for adherence to instructions/guidelines. Incumbent exercises independent judgment to assure accurate and timely completion of assigned operations. Errors in work are usually prevented through

procedural safeguards, legally defined procedures, and standard bookkeeping checks. Undetected errors could result in loss of time for correction.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains communication with co-workers, other City departments, bank and utilities personnel, vendors, and the public for the purpose of exchanging and explaining information.

Incumbent reports directly to Clerk-Treasurer .

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting/walking at will, sitting/ standing/walking for long periods, lifting/carrying objects weighing less than 25 pounds, reaching, handling/grasping objects, far/close vision, keyboarding, and hearing sounds/communication. Incumbent occasionally works extended, evening, and/or weekend hours and travels out of town, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Second Deputy Clerk-Treasurer for the Clerk-Treasurer's Office describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties as outlined?

Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name