

# City of Fisher, Minnesota

## Job Description for Assistant Clerk

**Job Title:** Assistant Clerk

**Supervisor:** City Clerk-Treasurer or Mayor

### **DESCRIPTION OF WORK**

General Statement of Duties: Assist in administrative work requested by the City Council and performs duties as required.

Supervision Received: Works under the general and administrative supervision of the City Clerk-Treasurer or Mayor.

Supervision Exercised: None

### **TYPICAL DUTIES PERFORMED**

The listed examples may not include all duties performed by all positions in this class. Duties may vary somewhat from position to position within a class.

- Answers phones and assists city office customers.
- Collects mail from Post Office, payment drop box, and distributes appropriately.
- Maintains filing system, and document destruction schedules.
- Performs data entry for accounts payable transactions.
- Receives and posts accounts receivable payments.
- Assists in the preparation of correspondence, reports, memos, letters, agendas, minutes, resolutions, ordinances, etc. on behalf of the City.
- Receives requests, complaints, and information from the public and directs to the appropriate staff/Council.
- Serves as backup for the City Clerk-Treasurer for regular and special Council meetings, records Council actions.
- Assists the City Clerk-Treasurer to arrange and publish meeting notices and ordinances as required by law.
- Assist with local elections in accordance with State and County requirements and maintain election records.
- Assist with monthly utility bills preparation.
- Receive and record utility payments and respond to discrepancies.
- May assist in completing grant and loan applications.
- Provide information and assistance to the public via phone, e-mail, website, Facebook.
- Carry out assignments as designated by the Council.
- Review and assist in all contracts and agreements.
- 10-15 hours per week, preferably between 9 am and 3 pm.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of fund accounting, billing practices and procedures, Excel, Word, Outlook.
- Knowledge of City ordinances, resolutions, and policies.
- Knowledge of county and state election procedures and laws.
- Knowledge of laws, rules, and regulations affecting City government.
- Ability to keep complete and accurate records and files.
- Ability to communicate effectively, verbally and in written form, with staff, Council, county and state officials, elected officials, and the public.
- Ability to prioritize work, research files, and problem solving.
- Ability to operate office equipment including a computer and related software, telephone, copier, adding machine.

- Ability to enter data with speed and accuracy. ^ Ability to sit for long periods of time.

### **TRAINING AND EXPERIENCE**

- High School Diploma or GED
- Ability to follow verbal and written instructions.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

***This job description is subject to change as the needs of the employer and the requirements of the job change.***