

**CITY OF HUMBOLDT  
JOB DESCRIPTION AND SPECIFICATIONS**

Job Title:	Deputy City Clerk	Incumbent:	
Department:	City Clerk	Reports to:	City Clerk
		FLSA Status:	Nonexempt

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**JOB SUMMARY**

To perform routine clerical, secretarial, and administrative work in answering phones, receiving the public, providing customer assistance, cashiering, data processing, and bookkeeping.

**REPORTING**

Works under the supervision of the City Clerk.

**DUTIES AND RESPONSIBILITIES**

Receives the public and answers questions; responds to inquiries from employees, citizens, and others and refers, when necessary, to appropriate persons.

Provides clerical support to City Administrator and City Clerk.

Takes and transcribes minutes, prepares and distributes minutes and reports.

Answers telephone and mobile radio base station.

Issues various licenses and permits as assigned.

Posts meter readings, process utility bills, and post utility receipts.

Receives utility payments and other City monies and makes bank deposits.

Processes and inputs payroll and accounts payable information.

**SPECIFICATIONS**

***Skills and Abilities***

Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; knowledge of accounting principles and practices.

Ability to perform cashier duties accurately, effectively meet and deal with the public, communicate verbally and in writing, handle stressful situations, learn clerical tasks readily, establish and maintain harmonious relationships with the general public and other employees.

Telephone, personal computer, copy machine, fax machine, postage machine, base radio, and 10-key calculator.

Work requires coordination and implementation of assigned activities and special projects, semi-independent judgment, problem solving, and the ability to establish and maintain effective

working relationships both external and internal to the City organization.

Valid Iowa Driver's License, or ability to obtain one prior to employment.

***Educational Development***

Graduation from high school or equivalent, supplemented with two years experience in office administration; or two-year equivalent degree in Business Administration, Accounting, or related field; or four-year equivalent degree in Public Administration, Business Administration or Accounting.

***Physical, Mental and Visual Effort***

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

***Working Conditions***

The noise level in the work environment is usually moderately quiet.

**DISCLAIMER CLAUSE**

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date