

VILLAGE OF DECATUR JOB DESCRIPTION

DEPUTY CLERK & TREASURER

Supervised by: Village Clerk/Treasurer (and Village Manager)
Supervises: None
Type: Non-Union Regular Hourly Part-Time
Updated: May 3, 2024

This position combines responsibilities between the Utilities Department and the Clerk's Department.

Position Summary:

Under the general supervision of the Clerk/Treasurer and partial supervision of the Village Manager as the position relates to utilities, this position is responsible for overseeing and administering the utility billing process. Under the Clerk/Treasurer department this position is responsible for assisting the Clerk/Treasurer as needed and is able to perform and act in Clerk/Treasurer capacity in absence of the Clerk/Treasurer.

Essential Job Functions:

Essential job functions will be addressed by role. An employee in this position may be expected to perform specific tasks in addition to and within reason any or all of those noted below.

Utilities:

1. Responsible for water/sewer utility billing, including calculation of bills. Prepares pre-billing estimates, prints and mails all utility bills, identifies unusual usage patterns, prepares work orders, generates and distributes billing reports, receipts and enters payments, and prepares correspondence related to utility billing matters
2. Posts penalties on utility billing system, calculates, prints and prepares delinquent notices and prepares delinquent list for tax roll as necessary
3. Ensures account information is up to date. Establishes, adjusts, transfers and closes accounts.
4. Updates meter reads, generates estimated reads, notifies customers of potential leaks, and researches suspected false readings. Acts as liaison for the Utility Department by responding to inquiries and working with utility department personnel to research and resolve reported issues.
5. Provides front office service and assistance, receipts payments, and assists customers including handling customer complaints

6. Receives cross training and performs various other duties of other front office staff as operational needs demand.
7. Establishes and maintains cooperative relationships with other departments, citizens, community and business interests, peer agencies and related interests.

Deputy Clerk:

1. Assists Village Clerk/Treasurer maintaining all official Village records in a manner which is accessible to Village management and the public.
2. Assists with recommendations and coordinates the development and maintenance of computerized applications and systems, maintain the centralized records management system, archives, and records retention.
3. Assists Village Clerk's/Treasurer's duties in his/her absence including attending meetings and preparing minutes.
4. Assists agendas and assembles related materials for Village Council, board and commission meetings.
5. Assists, distributes and indexes minutes of the Village Council, board and commission meetings.
6. Follows-up on actions of the Village Council as requested.
7. Assists with Indexes Resolutions and Ordinances of the Village and maintains the official Code of Ordinances book.
8. Assists with Issues Village licenses and permits.
9. Refers and reconciles complaints.
10. Assists with requisitions for supplies and materials.
11. Assists, with a high level of administrative support to Village Clerk's/Treasurer's, Village Manager and Village Council.
12. Research public records and provides information to the public and staff members concerning Village Council actions, laws, ordinances, codes, procedures and projects; independently composes responses to requests for information.
13. Assists with Freedom of Information Act (FOIA) requests, including maintaining and updating forms and procedures for compliance with statutory requirements.

14. Assists and publishes legal and public notices in coordination with Village Departments.
15. Operates computer and other office equipment and machines.
16. Answers telephone calls and assists the public in a friendly manner, answers questions in accordance with established procedures.
17. Assists with a variety of correspondence, letters, memorandums, and reports from rough drafts and compositions as needed.
18. Performs other duties as required, requested, and assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

Requirements include the following:

- Ability to see, hear, read and speak effectively in English language to perform position duties, responsibilities and tasks and effectively communicate ideas and concepts orally and in writing.
- Ability to understand and follow oral and written instructions, problem-solve, and work effectively under stress, within deadlines and changes in work priorities.
- A high school diploma supplemented by one year of college or vocational training in accounting, or equivalent experience.
- Three or more years' experience in accounting or financial management, preferably in a municipal setting.
- Skill in assembling and analyzing financial data, and preparing comprehensive and accurate reports.
- Skill in compiling and evaluating complex data and formulating policy and service recommendations.
- Skill in the use of office equipment and technology, including computers and financial software, and the ability to master new technologies.
- Ability to establish and maintain effective working relationships and use good judgment, initiative and resourcefulness when dealing with other employees, professional contacts, and the public.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate with others in person and on the telephone. The employee is frequently required to review and produce written and computerized documents. The employee is frequently required to access various locations within the office building and occasionally required to lift and/or move lightweight items.

While performing the duties of this job, the employee regularly works in an office setting. The noise level in the work environment varies from quiet to moderate.