

**City of Sallisaw
Job Description**

Job Title: Deputy City Clerk-Treasurer

Exempt (Y/N): Yes
Date: October 2014

Department: Administration
Reports To: City Clerk

SUMMARY

The incumbent assists in the day to day operations of the City Clerk's office. Incumbent performs various duties and functions required of the City Clerk's office. In the absence of the City Clerk, incumbent performs duties of that office.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following.

1. Assists with daily collection and deposit of city funds as required.
2. Picks up mail daily from post office for distribution to departments as required.
3. Assists with collection of monies due the city for bad checks and submits proper paperwork to the District Attorney's office if required.
4. May handle coordination of all insurance claims against the city; collects information from involved parties and forwards to OMAG for assignment to an adjuster.
5. Invest city funds as required.
6. Ensures sealed bids submitted for projects are given to the City Clerk.
7. Assists with processing of Open Records Requests in compliance with state statute.
8. Assists with proper recording of employee time; the same is submitted to Finance for employee payroll.
9. Responsible for filing and maintaining worker's compensation claims.
10. Assists with coordination of employee benefits; i.e., retirement plans, medical/dental/life insurance.
11. Responsible for processing paperwork for employee reviews and employee merits.
12. Responsible for agendas, minutes and publications for Planning Commission and Board of Adjustment.
13. Responsible for maintaining cemetery records and processing of work orders for grave opening/closing.

14. Assists with employee safety training.
15. Responsible for various annual reports.
16. Performs other duties as assigned.
17. Responsible for funds and/or equipment valued at in excess of \$ 5,000,000.

SUPERVISORY RESPONSIBILITIES

In the absence of the City Clerk, performs duties of that position. Addresses complaints and resolves problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED) and eighteen to twenty-four months related experience and/or training.

CERTIFICATES, LICNESES, REGISTRATIONS

Must possess a valid Oklahoma driver's license. Must maintain annual certification from Municipal Clerks and Treasurers Training Division.

LANGUAGE SKILLS

Ability to read and comprehend instructions, correspondence, and memos. Must have the ability to write correspondence using good grammar and punctuation skills. Must be able to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

INTERNAL AND EXTERNAL COMMUNICATION

Frequent contact with other departments or offices and also with individuals in upper level positions. Frequent contacts with general public, patrons, or other outside representatives. Must be able to maintain a cooperative working relationship with other employees/departments of the city.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed written and/or oral instructions. Ability to deal with problems.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this 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 must be able to talk and hear. Employee must be able to sit, stand, walk, use hands and fingers to handle and feel. Must be able to reach with hands and arms; able to stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. Employee must be able to work in potentially stressful situations.

** A pre-employment drug test is required. Successful applicant must reside within a 20-minute response time of the City limits of Sallisaw.

Approved:  Date: 10-31-14
City Manager

Date Modified: 10/31/14