

CITY OF KEOTA JOB DESCRIPTION

Position: Part Time Clerk Assistant
Department: Finance/Utilities

Reports to: City Clerk/Administrator

GENERAL SUMMARY

Responsible for the duties defined by the Code of Iowa and direction of the Mayor and City Council, acts as the official custodian of all City records; assists in preparation and collection of utility billing, records and files all permits and license, assists the City Administrator with daily clerk duties, as well as being available during City Hall posted hours, along with other designated duties per the City Clerk/Administrator.

ESSENTIAL JOB DUTIES

1. Assist with processing utility billing, payments, penalties, balance adjustments, deposits, all other utility billing Software functions as needed.
2. Assist with monthly utility billing reconciliation.
3. Assists with the issuance and maintaining of records of various permits and licenses as approved by the City Council.
4. Assist with the documentation of complaints and follow procedures for Nuisance Abatement.
5. Assist other departments with sewer reports, water reports and reading water meters when necessary.
6. Attend workshops, seminars and conferences as approved to further develop knowledge, skills and abilities in order to maintain, enhance or achieve certification
7. Assist with the various daily items and work flow of the office of the City Administrator.

OTHER DUTIES

- Communicating and developing cooperative working relationships with co-workers, Mayor and City Council.
- Performing administrative day to day tasks and developing specific goals and plans to prioritize, organize and accomplish your work.
- Communicating effectively through both written and oral skills.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of business mathematics and generally accepted accounting principles.

Self-motivated to work alone or with others. Able to multi-task, prioritize, and able to meet deadlines.

Knowledge of proper English grammar and usage including business writing techniques.

Ability to proficiently operate general office equipment, such as computer (including word processing and spreadsheets programs), calculator, and copy machine.

Ability to respond to the general public with tact and courtesy.

EDUCATION, TRAINING, AND EXPERIENCE

Required Education: Graduation from High School or equivalent.

Preferred Experience: At least 3 years related experience in municipal government, business, clerical, or human resource position.

WORK ENVIRONMENT

Most work is performed indoors in a typical office setting.

1. Functions of positions that are incidental to the performance of fundamental job duties have been excluded from our job descriptions.
2. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job related duties requested by their supervisor.
3. The City reserves the right to change or reassign job duties or combine positions at any time.