

## City of Pleasant Valley

### Job Description

Job Title: Assistant City Clerk  
Department: City Clerk Office  
Reports to: City Clerk

FSLA Status: Exempt  
Pay Grade 135/Step 1  
\*(\$24.54)\*

**JOB SUMMARY STATEMENT:** conscientiously and accurately record the public business of the city, keeping adequate records for future reference and for the information of the citizens of the community.

#### **DUTIES AND RESPONSIBILITIES:**

1. Answers and directs phone calls
2. Process outgoing and incoming mail
3. Helps with constituent walk-ins and answers questions
4. Receives and receipts payments from vendors and citizens
5. Receives and receipts payments for taxes, etc.
6. Makes out deposit slips
7. Drops off and picks up bags at the bank
8. Processes all deposit entries into the appropriate account number
9. Double checks court receipts and deposits
10. Review postings on a weekly basis and correct data entry errors
11. Makes adjustments and general ledger entries as needed
12. Works with other department heads to insure proper receipt of funds
13. Issues licenses and permits upon receipt of all information and necessary paperwork
14. Assists in processing renewals of business licenses in April of each year
15. Prepares paperwork in August for annual City Tax Levy
16. Assists Collector in preparing personal property and real estate tax billings
17. Notifies citizens and collector of errors in tax payments
18. Makes retirement account payments
19. Makes federal employment tax payments
20. Assists with preparation of payroll
21. Issues election materials and performs necessary paperwork required
22. Tracks and re-orders office supplies
23. Forwards passed ordinances to Sullivan Publications for updates
24. Post scheduled meetings and contact appropriate people
25. Types letters and sends faxes for the City Clerk
26. Sorts and delivers department mail when needed
27. Helps to set up meetings
28. Assists members of the Board and Mayor when needed
29. Assists City Clerk with assigned duties
30. Attend Board meetings in the absence of the City Clerk
31. Perform accounts receivable and payable duties separate for checks and balances
32. Performs all duties in a timely manner
33. Performs other duties as assigned by the supervisor
34. Assist with TIF project management
35. Will support requirements outlined in Loss Control safety training

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### Accounts Payable

36. Reconcile purchase orders and invoices
37. Process invoices into the appropriate account code from general ledger (getting authorization to pay from department heads and Board of Aldermen)
38. Reconcile Accounts Payable before preparation of consent agenda
39. Prepare and copy consent agenda for Board meetings
40. Maintain credit card accounts

The above duties and responsibilities include those tasks, physical and mental requirements, visual requirement, unique physical surroundings and mental/cognitive abilities required to perform the essential elements of the position.

### GENERAL QUALIFICATIONS

1. **Education** -- Must have completed at least 6 hours of college level accounting
2. **Experience** -- Not less than three (3) years work experience with prior TIF program experience, banking activities and strong accounting skills
3. **Skills** -- Proficient in computerized accounting, payroll systems, Excel and Microsoft Word. Excellent people skills
4. **Mental Requirements** -- Average mental capacity
5. **Physical Requirements** -- Must be able to lift at least 40 pounds
6. **Supervisory Responsibility** -- Same as the City Clerk in his/her absence

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

**WORKING CONDITIONS:** typical office environment

To perform this job successfully, an individual must be able to perform each duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CITY OF PLEASANT VALLEY  
PERSONNEL COMMITTEE  
ADOPTED JULY 31, 2006