



DEPUTY CLERK

JOB DESCRIPTION

Position Summary

Responsible for the administration of City Clerk functions under general direction and supervision from the City Manager. Performs a wide range of clerical and administrative support functions. Maintains accurate files and public records, processes FOIA requests, and prepares meeting agendas and compiles meeting minutes. Performs the work of the City Clerk as delegated or in that official's absence. The Deputy Clerk shall perform all duties as may be prescribed by law, City Charter, the City Manager and/or ordinances and resolutions of the City.

The City of Keego Harbor is seeking interested applicants for a part-time Deputy Clerk position. The position will average 20 hours per week. Starting pay range is \$15-\$17 per hour, depending on qualifications.

Responsibilities and Duties

- Organize and maintain files and records including updates on Ordinances and Zoning.
- Accept payments of funds due to the City.
- Assist in arranging and preparing meeting agendas and meeting materials for various boards and commissions.
- Attend meetings as required, record and prepare minutes as needed.
- Prepares and processes paperwork and correspondence related meeting activity.
- Provide front-desk service and assistance to customers including handling customer questions and complaints. Answering phones and replying to emails.
- Process FOIA requests.
- Assist with record keeping of rentals, building inspections, and fees.
- Provide computer support. Helps maintain and update the City's website.
- Receive, sort, and distribute all incoming mail to appropriate departments and personnel.
- Administer oaths of office as needed.
- Assist in balancing cash drawers and troubleshooting imbalances.
- Prepare legal publications and notices for public hearings; send out Public notices to those affected by public hearings.
- Research and provide answers and information to other department heads.
- Performs other duties including special projects requested to ensure efficient operations of the clerk's office.
- Answer questions, handle complaints/give explanations on taxes, special assessments, utility bills and council actions
- Process and issue County dog licenses
- Receive and process Building Department inquiries, Code Enforcement complaints/issues, and various other administrative duties at front counter
- Perform other duties required by law/City Manager

Required Qualifications

- High School diploma or equivalent, college degree preferred
- Strong computer skills, including with Microsoft Office suite
- Familiarity with modern office principles, practices, and procedures
- Ability to prepare accurate records and reports



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- English language proficiency and strong communication skills
- Cooperative attitude, ability to work as a team member
- Ability to competently utilize BS&A Software
- Ability to work effectively with City officials, employees, and the general public

The responsibilities and duties listed above illustrate the various types of work that may be performed. The omission of a specific statement of duties does not exclude them from the position, if the work is similar, related or a logical assignment to the position.

The qualifications listed above are intended to represent the minimal skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as absolute standards, but as general guidelines that should be considered with other job-related criteria.

Diversity

The City of Keego Harbor values diversity. The City expressly prohibits any form of unlawful employee harassment based on race, color, creed, religion, national origin, age, height, weight, marital status, familial status, veteran status, physical or mental disability, genetic information, or status in any group protected by state or federal law.

Reasonable Accommodations

It is the policy of the City of Keego Harbor not to discriminate against qualified individuals with disabilities because of their disabilities. It is further the policy of the City of Keego Harbor to provide reasonable accommodations to qualified individuals with disabilities in all aspects of the employment process. The City of Keego Harbor is prepared to modify or adjust the job or work environment to make reasonable accommodations to the known physical or mental limitations of the applicant or employee to enable the employee to perform the essential functions of the position, or to enjoy equal benefits and privileges of employment as are enjoyed by other similarly situated employees without disabilities, unless the accommodation will impose an undue hardship.