

## **City of Cokato Job Description**

**Position Title:** Deputy City Clerk  
**Department:** Administration  
**Status:** Hourly, non-exempt, full-time  
**Reports To:** City Administrator

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### **Summary**

Provides general administrative support for City Offices and Chamber of Commerce, including acting as the primary customer service contact for general questions from the public, requests for building permit applications, and requests to reserve city rental facilities. Position also provides accounting and other support services, manages the city's utility billing operations, and acts as a billing liaison for the city's Ambulance Service.

### **Essential Duties and Responsibilities**

#### **General**

- Responds to routine in-person, telephone, and e-mail inquiries from the public. Routes non-routine requests to the appropriate contact or department.
- Collects, distributes, and processes incoming and outgoing mail on a daily basis, including checking the night depository.
- Files and maintains city records and documents in accordance with established policies and practices.
- Maintains the public calendar by noting upcoming public meeting dates and communicating those dates to the public as requested.
- Coordinates rental requests for city facilities, including the City Hall Community Room, the Centennial Room, and the main shelter at Veterans Memorial Park. Issues keys and tracks the return of keys for each facility.
- Issues application forms in response to requests for building permits or other licenses/permits issued by the city. Routes building permit applications and license applications to the appropriate departments for review and approval.
- Attends training workshops, seminars, and conferences as assigned.
- Obtains training as an election judge, and assists with elections, as assigned.
- Performs other duties as assigned.

#### **Finance**

- Handles the collection and disbursement of rental fees and deposits for rental facilities. Properly codes the receipts and/or refunds of any rental fees.

- Collects funds and issues receipts for building permit or license fees, as appropriate. Produces and files quarterly state surcharge report for building permits. Produces and files monthly permit report for the U.S. Census Bureau.
- Acts as the primary backup to the City Clerk/Treasurer for payroll processing or claims processing in the absence of the City Clerk.
- Balances petty cash on a nightly basis.
- Collects payments at the front counter for various city services. Properly tracks and codes receipts to ensure proper posting to the accounting system. Follows internal controls for handling of payments.
- Calculates and prepares daily deposits of funds. Brings daily deposits to bank and ensures proper posting to accounts.
- Manages the utility billing function by posting meter readings to the system, running and mailing monthly billing statements to residents, receipting and posting utility deposits, and managing collections. Follows-up on past due accounts, including sending appropriate notices. Prepares annual list of past due accounts to be assessed to property taxes, including sending all appropriate notices. Follows city policies on Minnesota's Cold Weather Rule.
- Collects information necessary for the billing of Ambulance User Fees and submits documentation to 3<sup>rd</sup> party billing vendor. Responds to requests for information from billing vendor as needed. Routes medical information requests to appropriate parties for response.
- Provides other financial support as requested.

#### **Chamber of Commerce**

- Regularly attends executive board and other Chamber of Commerce meetings as assigned.
- Works with Chamber of Commerce to develop and distribute welcome materials for new businesses and the materials for the annual city Guidebook.
- Organizes and develops the monthly calendar of community events.
- Accepts membership and other fees on behalf of the Chamber of Commerce, and remits them on behalf of Chamber for deposit.
- Assists with the Chamber's promotional events.
- Provides other assistance as requested.

#### **Work Schedule**

- Regular work hours are Monday-Friday 8:00 a.m. - 4:30 p.m. The position also includes attending Chamber of Commerce monthly meetings, and occasional evening or weekend meetings related to Chamber of Commerce business.

#### **Knowledge, Skills, and Abilities**

- Ability to deal courteously, effectively, and tactfully with the public.
- Ability to establish and maintain effective working relationships with other staff.
- Good oral and written communication skills.

- Ability to learn the various aspects of the city's finance and utility billing functions.
- Knowledge of general office operations and clerical practices and procedures.
- Skills in the use of modern office equipment and computers, including experience with the Microsoft Office suite of products.
- Ability to follow directions and complete assigned tasks with limited or no supervision.
- Ability to handle cash management functions.
- Ability to make decisions in accordance with established policies and procedures.

### **Required Qualifications**

- Must be 18 years of age or older.
- High school graduate or equivalent
- Customer service skills.
- Ability to work independently.
- Minnesota Driver's license.
- Ability to successfully pass criminal background check.

### **Preferred Experience**

- Post-secondary education in business, finance, or government administration.
- Experience with Banyon accounting software.
- Prior experience as an election judge.
- Prior cash management experience.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each of the essential duties satisfactorily. In addition, punctuality and attendance are critical. The individual is expected to be available as scheduled, or work with the supervisor in advance of any unplanned absence to ensure that all shifts are covered.

### **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.

While performing the duties of this job, the employee is regularly required to use hands to operate computers and other equipment. Employee requires extensive ability to communicate with the public. The employee frequently is seated at a desk or otherwise working in an indoor office facility. The employee is occasionally required to climb or balance to access record storage areas.

The employee will infrequently lift and/or move up to 50 pounds.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The work is typically performed in an inside, temperature controlled environment. The employee occasionally spends time outdoors in adverse weather conditions and may be exposed to extreme cold, wet and/or humid conditions, but only for limited periods of time.

The noise level in the work environment is usually moderate.

**Reasonable Accommodations**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.