

JOB ANNOUNCEMENT

The Human Resources Dept. is accepting applications for a
REGULAR, **PART-TIME Deputy Clerk**

Pay: \$15.00 - 18.57 per hour, DOE, plus benefits

OPENING DATE OF APPLICATION: MAY 12, 2009

CLOSING DATE OF APPLICATION: **Until filled**

Applications & additional information available at City Hall; 424-6200

THE CITY OF CORDOVA IS AN EQUAL OPPORTUNITY EMPLOYER

JOB DESCRIPTION

POSITION TITLE: DEPUTY CLERK
(Serves a 12 month probationary period)

DEPARTMENT: CITY CLERK

SUPERVISOR: CITY CLERK

CLASSIFICATION: EXEMPT; SALARIED and CONFIDENTIAL POSITION

POSITION SUMMARY: Regular, **part-time** position, working flex-hours, approximately 20 hours per week. In accordance with the Cordova Municipal Code, serves as an assistant to the City Clerk, and in the absence of the City Clerk, assumes the duties of the City Clerk, as defined in Section 2-6 of the City Charter and Section 3.16.023 of the Cordova Municipal Code.

ESSENTIAL FUNCTIONS:

1. Primary responsibility will be maintenance of the City's property tax records, and assisting the City Clerk in the billings and reports.
2. May assist in the preparation of Council meeting agendas and packets for regular, special meetings, and work sessions, as assigned.
3. May assist in maintaining the official Municipal and State code books, and filing correspondence.
4. In the absence of the City Clerk, duties will include those normally performed by the City Clerk as defined in Section 2-6 of the City Charter, Section 3.16.020 of the CMC, and the City Clerk's job description. This includes the necessity to work lunches and evenings as needed for meetings.
5. Responds to requests for information.

OTHER RESPONSIBILITIES:

1. Performs other related duties as assigned.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. Experience in using computer records management and word processing systems is necessary; MSOffice Word, Excel and Access is preferred.
2. Experience in Municipal property tax record management, especially using MS Access is preferred.
3. Experience in clerical duties, including, but not limited to, typing and filing.
4. High School graduate or G.E.D. required.
5. Ability to conduct independent research utilizing written and oral resources.
6. Ability to compose correspondence and develop reports.
7. Ability to work with minimum supervision, handling multiple tasks; establishing priorities and schedules and meeting deadlines.
8. Ability to maintain accurate and organized records.
9. Ability to work with the public, local and governmental officials and agencies with discretion, tact and courtesy.
10. Ability to maintain the utmost confidentiality in handling all information.
11. Ability to type, operate office equipment such as data processing programs, i.e., Microsoft Office and 10 key calculator, copier, fax machine and transcription machine.

The above job description is to be used as a guide for accomplishing organizational and department objectives, and only covers the primary functions and responsibilities of the position. It is in no way to be construed as an all encompassing list of duties. 5/09