

## DEPUTY CITY CLERK

### SUMMARY

Assist City Clerk in performance of official duties.

### SUPERVISION RECEIVED

Assignments are performed under the direct supervision of the City Clerk. Special assignments are made by other designated officials who are consulted on unusual work situations. Ongoing assignments are performed according to established schedules and procedures. The work is usually checked upon completion or through the review of reports.

### RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

1. Assist City Clerk in performance of duties.
  - a. Type general correspondence, ordinances and reports.
  - b. Answer telephone calls and receive visitors. Provide routine information regarding city services. Resolve or refer complaints regarding city activities.
  - c. Maintains data in Qualified Voter File and information concerning voting district changes and election law. Tracks new features, rules and laws.
  - d. Assist with city elections.
  - e. Perform clerical functions related to cemetery operations.
  - f. Assist in preparing agendas, minutes and other materials for boards and commissions as needed. Attendance at these meetings may also be required.
  - g. Provide clerical support in the bid process.
  - h. Provide support in Planning and Zoning administration.
  - i. Provide support in all Social Media aspects.
  - j. Records Retention.
  - k. Assists with Payroll, Accounts Receivable and Water Utility Billing as needed.

DEADLINE to apply is 5:00 p.m. February 13, 2018. The City of Lowell is an Equal Opportunity Employer.