

# Town of Pine Bluffs

**JOB TITLE:** DEPUTY TOWN CLERK/TREASURER

**CLASSIFICATION** NON EXEMPT POSITION

**DEPARTMENT:** Administration

**SUMMARY:** Under general supervision, performs a variety of tasks in support of the Clerk's Office operations; performs detailed and complex accounting and financial functions related to Town fiscal policy and processes; performs all payroll and benefits administration; performs all utility billing processes; and performs related duties as assigned. Reports to the Town Administrator.

**ESSENTIAL FUNCTIONS:** (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics). This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

**DUTIES AND RESPONSIBILITIES:** (which are **not** in any hierarchical order)

1. Performs all accounts receivable and payable processes for the Town.
2. Performs all related tasks associated with Town payroll and benefits.
3. Attends Council and Board meetings and ad hoc committee meetings as assigned.
4. Prepares correspondence, memos, reports, and other documents using computerized software applications.
5. Performs a variety of clerical tasks in support of business operations as assigned.
6. Prepares a variety of reports as required by local, State and Federal laws.
7. Maintains good public relations through courteous and prompt attention to complaints.
8. Prepares utility bills, coordinates late notices, meter reading, and all other utility billing functions.
9. Researches and responds to requests for information from the public or other departments.
10. Takes over the Town Administrator's duties when he/she is absent.
11. Performs other related duties as required and assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of Town Charter, codes, ordinances, rules and regulations.
- Knowledge of Wyoming Public Records laws.
- Knowledge of standard office principles and procedures.
- Knowledge of basic accounting principles.
- Knowledge of principles of business English, grammar and punctuation.
- Knowledge of principles of telephone etiquette.
- Knowledge, Skill and Ability to operate a personal computer and work in a Windows/MS Office environment.
- Skill in prioritizing competing demands to ensure work is completed in a timely manner.
- Skill in using general office equipment such as telephone, faxes, copiers, transcription equipment.
- Skill in record keeping, coding, recording, retrieving and verifying information.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Ability to communicate effectively, both orally and in writing.
- Performs back up dispatch duties as needed.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and /or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION/EXPERIENCE:** A High School Diploma or GED. A minimum of 3 years of progressively responsible experience in public accounting and records management or a closely related field is required.

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An Associate Degree is preferred. Excellent interpersonal and communication skills and knowledge of state, local, and federal regulations and requirements are a must. An equivalent combination of education, experience and training may be substituted for minimum requirements. Applicants must be able to pass a background check successfully and have appropriate State Certifications if required.

**LANGUAGE SKILLS:** The applicant must have the ability to prepare and maintain required records of operation and excel in oral and written communications.

**REASONING ABILITY:** The applicant must be able to organize and supervise the work of others and to develop and maintain good personal relationships with others. The applicant must be able to read edit and prepare reports, meeting minutes, instructions, letters, memos, and financial reports.

**OTHER SKILLS AND ABILITIES:**

- Ability to make decisions, recognizing established precedents and practices, and use resourcefulness and tact in meeting new problems.
- Ability to plan, assigns, supervise, and coordinate the activities of several departments.
- Ability to determine long-range needs and to plan and organize work for the efficient accomplishment of such objectives.
- Ability to establish and maintain effective working relationships with supervisor, subordinates, officials, representatives of other agencies and the general public.
- Excellent professional judgment and organizational skills.
- Computer proficiency in MS computer software and standard database software is required.

**WORK ENVIRONMENT/ADA:** While performing the duties of this job, the employee is regularly required to sit for long of periods of time and view a display screen. Some other functions include filing, ordering files, writing reports, and the ability to input and retrieve information from a computer. The Town of Pine Bluffs promotes a drug/alcohol-free work environment through the use of mandatory pre-employment, random and/or reasonable suspicion drug testing. This position may also require the use of Town vehicles on Town business. Individuals must be physically capable of operating the vehicles safely and have an acceptable driving record.

**Lifting:** 15-45 Pounds  
**Environment:** Office Work  
**Hearing:** Normal Noise Conditions

\*Class Descriptions are not intended to be restrictive. The use of (or absence of) a particular illustration of duties shall not be held to exclude or limit the authority of a Department Head to assign other duties which are similar and related to work.