

# City of Elkader, Iowa

## Job Description

### **CLASS TITLE: Administrative Assistant/ Deputy Clerk**

Department: Clerk's Office  
Accountable to: City Administrator/Clerk  
FLSA Status: Non-exempt

Works under the general direction of the City Administrator/Clerk to perform a variety of administrative, financial, office and clerical tasks. Principal duties include all aspects of the utility billing and payment process; payroll processing; receiving money, processing deposits and checks. Position performs receptionist work and administrative support for the Mayor, Clerk/Administrator and other City employees as needed. Position serves as City Clerk in the absence of the Administrator/Clerk. Position has considerable direct contact with the public and needs to use a great deal of discretion.

#### **Essential duties:**

- Provides quality customer service with a positive attitude while performing duties of receptionist: answering the telephone; greeting visitors/customers to the City's administrative offices; sort and distribute mail to proper departments; delivers mail to Post Office.
- Perform all aspects of the utility billing process, including but not limited to: coordinating with meter-reader and downloading meter readings, preparation of utility bills, receipt and proper tracking of utility payments, reconciling accounts, following up on delinquent accounts, and maintaining accurate financial and customer records.
- Perform various financial tasks, including but not limited to: receipt of payments to city, process accounts payable including entering information in general ledger, preparation of checks approved by the City Council, make routine bank deposits, issue receipts, track financial transactions, reconcile city's records with bank statements, prepare financial reports.
- Perform all functions related to payroll including maintaining vacation and sick leave records for each employee, processing payroll, completing monthly and quarterly reports for IPERS, Social Security, Federal and State Withholding and Unemployment, issues required tax papers such as W-2 and I-9's
- Coordinate the building permit process with the City Administrator/Clerk;
- Coordinate with the Clerk/Administrator to process alcohol, cigarette, and other permits to assure timely and accurate review and processing;
- Receive and respond accurately to inquiries from the public; research city ordinances, resolutions, policies and other sources to assure accurate response. Communicate with the public verbally, in writing and via e-mail.
- Process Iowa One calls and other work orders to appropriate departments.
- File various documents and records to allow for efficient retrieval and in a manner consistent with city policy and the Iowa Public Records law.
- Keep master calendar of events at City Hall, Opera House and schedule of park shelter reservations.

- Perform research of a variety of topics when requested by the Clerk/Administrator.
- Performs and fulfills the routine functions of the City Clerk in his/her absence.
- Performs related work as required or assigned.

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

Graduation from High School. A minimum of six months experience in an office environment including billing and basic financial activities; a year of experience is preferred; requires knowledge of the principles and practice of public finance as related to utility billing, payroll, accounts payable and receipt and tracking of funds; or any equivalent combination of experience and training that would provide the following knowledge, abilities and skills:

- Ability to provide quality customer service with a positive attitude.
- Ability to establish and maintain effective working relationships with other employees and the public.
- Considerable knowledge of modern office practices, procedures and equipment including computer experience (Microsoft Word, Excel, and Outlook; use forms and reports on the internet; search information on the internet). Competent typing skills;
- Knowledge of accounting regulations, procedures, and operations or the ability to acquire such knowledge within a reasonable training period; and ability to apply bookkeeping principles to the maintenance of utility accounting records.
- Knowledge of business English, spelling and punctuation; must be able to read, write and comprehend the English language as needed to communicate effectively with supervisor, elected officials and the public.
- Some knowledge of State laws affecting the operation and administration of City activities, or ability to obtain knowledge of such laws.
- Ability to acquire knowledge of the policies, procedures and services of the City within a reasonable training period, and explain those to affected audiences.
- Ability to understand and carry out oral and written instructions.
- Ability to organize routine work schedule, and to operate in an environment with frequent interruptions with varied assignments.
- Requires ability to work independently after instruction.

### **Physical Characteristics of the Job:**

The majority of the work is sedentary in an office environment occasionally exerting a negligible amount of force to lift, carry, push, pull, or otherwise move objects, including the human body. The work involves use of a computer and keyboard for data entry for prolonged periods of time. Requires the ability to converse, using verbal and listening skills, with citizen customers, vendors, staff and Council. Requires clarity of vision 20" or less, and 20' or more, as well as eye/hand coordination, manual/finger dexterity and motor coordination. Requires clerical, forms, numerical, and verbal perception.

### **Environmental Characteristics:**

Inside office work performed under controlled conditions, but with occasional noise. Errands require going outside at least once a day in all weather conditions.

**Classification History:**

Adopted June 25, 2007; reviewed and approved December 14, 2015.

**ADMINISTRATIVE ASSISTANT/DEPUTY CITY CLERK (JULY 2019)**  
**EMPLOYMENT APPLICATION**  
**CITY OF ELKADER 207 N. MAIN STREET, ELKADER IA 52043 (563) 245-2098**

Candidates must submit this employment application and a letter of interest/cover letter to be considered for this position. This application may be supplemented by a resume where indicated below.

This can be sent to the City Clerk via USPS mail service to PO Box 427, Elkader IA 52043 or sent electronically to elkaderadmin@alpinecom.net.

Materials must be received by **Friday, August 2, 2019 by 4:30 pm.**

Name \_\_\_\_\_  
                    FIRST  MIDDLE  LAST

Address \_\_\_\_\_  
                    STREET/PO BOX  CITY  STATE                    ZIP CODE

Telephone (\_\_\_\_)\_\_\_\_\_ Email: \_\_\_\_\_ Are you 18 years of age or older?  
Yes/No

Do you have any relatives employed here? Yes/No                      Name \_\_\_\_\_

Are you a U.S. Citizen or a legal alien entitled to work in this position? Yes/No

Are you a military veteran as defined in Iowa Code Section 35.1? Yes/No

If yes, provide dates of active duty: \_\_\_\_\_ to \_\_\_\_\_

Have you ever been known by any other name(s) that this company will require to verify any of the information on this application? Yes /No

If yes, provide all other name(s):

Have you been convicted of a felony or misdemeanor other than a minor traffic violation? Yes/No  
If yes, please explain.

**Employment Record:** Starting with your present or most recent job, list your employment experience. You may include job related military service assignments and volunteer activities that reflect your qualifications for employment. Please include all employment during the last 10 years. *You may also attach a resume that includes this information.*

Have you been terminated or asked to resign from a place of employment or volunteer internship?  
Yes/No     If yes, please explain.

(start with most recent employment)

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**Employer name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone number:** \_\_\_\_\_

**Job title:** \_\_\_\_\_

**Type of work performed:** \_\_\_\_\_

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**Dates of employment:** \_\_\_\_\_     **Salary:** \_\_\_\_\_

**Immediate supervisor:** \_\_\_\_\_     **May we contact them?** \_\_\_\_\_

**Reason for leaving:** \_\_\_\_\_

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**Employer name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone number:** \_\_\_\_\_

**Job title:** \_\_\_\_\_

**Type of work performed:** \_\_\_\_\_

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**Dates of employment:** \_\_\_\_\_     **Salary:** \_\_\_\_\_

**Immediate supervisor:** \_\_\_\_\_     **May we contact them?** \_\_\_\_\_

**Reason for leaving:** \_\_\_\_\_

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**Employer name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone number:** \_\_\_\_\_

**Job title:** \_\_\_\_\_

**Type of work performed:** \_\_\_\_\_

**Dates of employment:** \_\_\_\_\_ **Salary:** \_\_\_\_\_

**Immediate supervisor:** \_\_\_\_\_ **May we contact them?** \_\_\_\_\_

**Reason for leaving:** \_\_\_\_\_

**Education:** *(if this is included on an attached resume disregard this section)*

High school attended: \_\_\_\_\_ Year graduated or GED obtained: \_\_\_\_\_

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College or technical school: \_\_\_\_\_

Year graduated: \_\_\_\_\_ Degree and area of study: \_\_\_\_\_

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College or technical school: \_\_\_\_\_

Year graduated: \_\_\_\_\_ Degree and area of study: \_\_\_\_\_

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Other training (including military training or specialized certification programs):

Branch of service or institution: \_\_\_\_\_

Year completed: \_\_\_\_\_ Area of training: \_\_\_\_\_

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**Skills and qualifications:** Please summarize job-related skills and qualifications. *(if this is included on an attached resume disregard this question)*

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**Personal References:** List three references who are not related to you and are not previous employers.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

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Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

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Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

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The City of Elkader is an equal opportunity service provider and employer. Applicants are considered for employment without regard to race, creed, color, religion, gender, national origin, disability, age, familiar status, political affiliation, citizenship, gender identity or sexual orientation or any other basis prohibited by law, unless such basis constitutes a bona fide occupational qualification. The City of Elkader will comply with any legal obligation to provide reasonable accommodations to qualified individuals with disabilities.

**SIGNATURE REQUIRED/AGREEMENT and RELEASE**

- To the best of my knowledge, the information herein is true and complete.
- I hereby authorize the City of Elkader to investigate all the statements in this application and to secure any additional information from all employers, references, and academic institutions.
- I hereby release all those employers, references, academic institutions and the City from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment with the City.
- I understand that if I receive a Conditional Offer of Employment, the City of Elkader will complete a thorough background check to include past employment, schools, references, and criminal convictions.
- I also understand that I will be tested for the presence of drugs as part of the pre-employment screening.
- No promises of any form or nature regarding employment have been made to me, and no guarantee of any length of employment is, nor shall be, binding on this employer, unless an agreement to the contrary has been written and signed by the City.
- I understand that providing false information on this application is grounds for disqualification and/or dismissal.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant signature

Return application to:  
Jennifer Cowsert, City Administrator/Clerk  
City of Elkader  
PO Box 427 / 207 N. Main Street  
Elkader, IA 52043  
elkaderadmin@alpinecom.net

by 4:30 p.m. on Friday, August 2, 2019