



Town of Ignacio
Job Description

DEPUTY CLERK/TREASURER

Supervisor:	Clerk/Treasurer	FLSA Status:	Non Exempt
Department:	Administration	Position Status:	Full Time
Date Created:	03/16/2022		

POSITION SUMMARY: Performs a variety of administrative tasks in the management of the Town's government, in support of the Clerk/Treasurer, and Town Manager

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Runs and manages AP (Accounts Payable) including online bill pay for various accounts
- Manages Credit card accounts including credit increases/decreases, new cardholders, cancel old cardholders, reconcile credit card statements, pay credit card bill, dispute transactions, etc.
- Processes & Files 1099's through BMS & IRS
- Assists the Clerk/Treasurer with utility billing including coordination of meter reading, mail utility bills, utility shut-offs, newsletter, late notices and other correspondence; maintain utility customer account records; LEAP payment processing; communicates and facilitates utility customer's questions; receive payments from customers
- Assists the Clerk/Treasurer with payroll responsibilities
- Serves as Building Permit Technician assisting with building permit processes including public communications and permit applications and management
- Works together with Building Inspector with past, present, ongoing & upcoming building permits
- Manages Highway Users Tax Fund (HUTF) for Town of Ignacio
- Assists with the management of the cash drawer in accordance with Town procedures; reconcile cash revenue and make bank deposits when scheduled
- Inputs monthly Gas Distribution Report and Water master meter reads from SUUD into TOI spreadsheets
- Manages & Orders supplies for IPD, Admin, PW
- Provides public records and information to the public upon request
- Assists Town Manager, Chief of Police, Public Works Director, and Administrative Assistant as needed
- Handles coordination of Gas Leak Emergencies/maintenance requests as needed
- Serves as Notary Public for public and Town matters
- Assists with daily office tasks and works with other administration staff on managing daily operations including answering phone calls, mail duties, licensing and other responsibilities necessary to ensure efficient office operations
- Performs other duties as assigned

QUALIFICATIONS

- High School Diploma or GED equivalent required
- Any specialized training required for this position will be provided by the Town
- Working knowledge of computers and financial software systems, cash register
- Skills in operating personal computer, word processing, excel, cash register, 10-key calculator, phone systems, fax machine and copy machine
- Must possess valid Colorado State driver's license and be insurable under the Town vehicle insurance policy

LANGUAGE SKILLS: Must have the ability to communicate clearly and accurately, orally and in written format. Fluency in Spanish is desired

MATHEMATICAL SKILLS: Must have the ability to perform arithmetic computations accurately and quickly

REASONING ABILITY: Must have the ability to establish and maintain effective working relationships with town officials, staff, co-workers, and the public

CUSTOMER SERVICE: Must have the ability to answer questions to the satisfaction of the customer and the ability to resolve minor conflicts

PHYSICAL REQUIREMENTS:

- The employee is frequently required to sit and talk or hear
- The employee is occasionally required to walk, use hands to operate, finger, handle or feel objects, tools or controls; and reach with hands and arms
- The employee must occasionally lift and/or move up to 25 pounds
- Specific vision abilities required by this job include close vision and the ability to adjust focus
- Adequate hearing is required to hear/talk with all individuals and to use communication devices and telephones on a consistent basis

WORK ENVIRONMENT:

- Noise level in the work environment is usually moderately quiet
- Work will involve communication with the public and town employees on a daily basis, including telephone and face-to-face interaction



STATEMENT OF UNDERSTANDING

Deputy Clerk/Treasurer

I have read and understand the above position descriptions. I assert that I am able to perform the essential job functions, meet the physical requirements of this position, and satisfy the expectation for regular attendance.

Employee Signature

Date

Supervisor Signature

Date