



Town of Ignacio
Job Description

DEPUTY CLERK/TREASURER

Supervisor:	Clerk/Treasurer	FLSA Status:	Non Exempt
Department:	Administration	Position Status:	Full Time
Date Created:	03/06/2024		

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:

- Assist Clerk/Treasurer in Utility Billing: mail utility bills, newsletter, late notices and other correspondence; maintain utility account records (creates new accounts, updates changes to old accounts or change of ownership); LEAP payment processing and work with county and state social services in providing information to qualify customers for benefits; communicate with customers regarding utility questions; print reports related to utility billing upon customer request; receive payments from customers and manage 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.
- Assists in the coordination of Gas, Water or Sewer Leak Emergencies.
- Posts Town Board Meeting Agendas per direction of Town Clerk; assists as needed at Board Meetings.
- Runs and manages AP (Accounts Payable), including paying bills online.
- Manages staff credit cards: Credit increases/decreases, new cardholders, cancel old cardholders, reconcile statements, pay credit card bill, dispute transactions, etc.
- Processes Payroll; Processes & Files 1099s through payroll software and sends to IRS
- Building Permit technician (files documentation, receives building permit payments, assists in questions for building permit applicants)
- Works together with Building Inspector/Public Works Foreman with past, present, ongoing & upcoming building permits
- Assists Town Manager, Chief of Police, and Public Works Director as needed.
- Manages & Orders supplies for all Departments.
- Provides public records and information to the public upon request.
- Assists with daily office tasks including answering phones, billing payments, licensing, mail pick-up and distribution, reconciling cash drawer and making bank deposits, notary public, VINS, etc.
- Answers phone calls and routes to appropriate department and/or answers accordingly.
- Serves as Notary Public for public and Town matters.
- Serves as Court Clerk.
- Website ADA Coordinator.
- 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