

Deputy Clerk Position for The City of Luna Pier

City of Luna Pier

Luna Pier Michigan 48157

Posting Closes 4/19/24 @ 11:59pm

Email Resume and Cover Letter to: jgardner@cityoflunapier.com

Salary

\$45,000 a year

Job Type

Full-time

Position Summary: Deputy Clerk will be responsible for providing excellent customer service to City of Luna Pier taxpayers, both business and residential. Maintaining accurate city files and public records, administering city-wide elections, in addition to providing administrative, bookkeeping, and clerical support of the daily activities of the administrative office.

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- Performs administrative tasks such as gathering and analyzing information.
- Prepares reports with little direction other than a brief description of results expected.
- Provide support to the Building Department in the gathering of information and processing of permits as needed.
- Follow specific, written sets of instructions for various computer functions and other department operations within the guidelines specified.
- Responds to standard inquiries and provides general information regarding City operations, policies, and procedures. Resolves routine issues independently and refers to more complex situations to the appropriate party.
- Performs a wide variety of technical and clerical tasks which demands understanding of State and local laws, City policies, ordinances, and regulations; with an understanding of the level of information to provide to the public and that which should be directed to a supervisor.
- Responds to all utility related inquiries or complaints. Submits service requests and refers unique inquiries to the appropriate individual.
- Processes accounts payable. Sorts and codes invoices, investigates conflicting information, and obtains appropriate invoice approvals.
- Ability to run accounts payable checks, performs data entry of invoice data, records payments, and prints and mails checks.
- Prepares and processes credit card transactions.

- Responds to related inquiries and provides information to the City Council, Mayor, City Treasurer, vendors, and others as needed including providing copies of public records to public under freedom of information act.
- Transcribes minutes and performs other secretarial and clerical duties as directed, including bi-monthly City Council meetings.
- Maintains accounts payable records, accounts, and spreadsheets.
- Cooperates with and produces all requested information during annual audit.
- Assists at the front counter as needed to receive various payments made to the city. Posts payments to proper accounts and balances cash receipts as needed.
- Attends professional development workshops, conferences, webinars, and trainings, as approved by City Council/Mayor.
- Maintain City website, newsletter, and public notices.

Required Knowledge, Skills, Abilities and Minimum Qualifications: *The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.*

- Must be available to work scheduled shifts Monday through Friday from 7:30 a.m. until 4:00 p.m.
- Must be able to attend bi-monthly City Council Meetings, evening/night meetings and record minutes.
- A bachelor's degree or equivalent in business administration, accounting, or related field is preferred, but not necessary.
- Two or more years of related experience, preferably in a municipal setting
- Experience in municipal budgeting preferred.
- Bondable.
- Certified in Elections and Knowledge of Qualified Voter File or able to become certified.
- Knowledge of Microsoft Office – specifically Word and Excel.
- Ability to maneuver through various software programs simultaneously.
- Ability to use search tools, browsers, email, attach files, scan, and fax.
- Possess strong oral/written communication skills.
- Possess ability to work independently.
- Possess a high sense of integrity and ethics.
- Ability to accept performance feedback.
- Knowledge of modern office procedures and practices.
- Knowledge of the organization and operations of municipal government to effectively assist the public.
- Skill in the use of standard office equipment, including computers and related BS&A software.
- Skill in responding to public inquiries and internal requests with a high degree of diplomacy and professionalism.
- Skill in maintaining comprehensive filing and record keeping systems.
- Ability to communicate effectively, understand instructions, and follow detailed procedures consistently.

- Goal and deadline oriented.
- Adaptable to change.

Benefits package includes medical, dental, vision, paid time off and participation in contribution pension plan. All wages and benefits are paid in accordance with the labor agreement.

Your application will be reviewed to determine if you meet the minimum qualifications. Candidates who meet the minimum qualifications will be contacted regarding the next steps in the application process. Thank you for your interest in the City of Luna Pier.

The City of Luna Pier is an equal opportunity employer and complies with all laws prohibiting discrimination on the basis of such factors as race, color, age, sex, national origin, religion, citizenship, handicap, height, weight and marital status. Under the State Persons with Disabilities Act and the Federal Americans with Disabilities Act, an employer has a legal obligation to accommodate an employee's or job applicant's disability unless the accommodation would impose an undue hardship on the employer. A person with a disability may allege a violation against an employer regarding a failure to accommodate his or her condition under Michigan law only if the person notifies the employer in writing of the need for accommodation within 182 days after the date the person knew or reasonably should have known that an accommodation was needed.