

**POSITION DESCRIPTION
TOWN OF CICERO, INDIANA**

POSITION: Deputy Clerk
DEPARTMENT: Clerk Treasurer
WORK SCHEDULE: 8 hour shift as assigned, M-F
JOB CATEGORY: COMOT (Computer, Office Machine Operator, Technician)

DATE WRITTEN: February 2016

STATUS: Full Time

FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The Town of Cicero provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Deputy Clerk for Town of Cicero Clerk Treasurer, responsible for various clerical, bookkeeping and payroll functions.

DUTIES:

Prepares and processes Department claims, prints vouchers and checks, receipts funds, monthly bank reconciliation and financial reports.

Performs various payroll functions including reviewing/calculating time cards and inputting data into payroll computer program. Generates payroll claims, checks and vouchers.

Prepares online payments for PERF, garnishments, tax deposits and annuities.

Maintains personnel files including vacation sick pay files, and employee earnings records, and prepares and manages FMLA and OSHA paperwork and recordkeeping.

Administers benefits.

Performs a variety of clerical functions, including maintaining files, processing incoming/outgoing mail and receiving and receipting payments.

Assist with utility billing activities, answering phones, waiting on customers and other duties as assigned.

Serves Clerk Treasurer on various projects as needed.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED or related experience.

Experience with accounting and/or payroll procedures.

Knowledge and understanding of basic office operations.

Working knowledge of standard accounting and payroll principles and procedures with the ability to compute/calculate and maintain accurate records as required.

Working knowledge of Standard English grammar, spelling and punctuation, and ability to type with speed and accuracy.

Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Ability to properly operate standard office equipment, such as computer, calculator, telephone, fax machine and copier.

Ability to effectively communicate orally and in writing with co-workers, other Town departments, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to perform duties of other department personnel as assigned.

II. RESPONSIBILITY:

Incumbent's work priorities and schedule are primarily determined by supervisor, service needs of the public, and flexible routine. Incumbent's assignments are guided by definite objectives using a variety of methods and procedures. Incumbent plans and arranges own work and refers to supervisor for unusual matters, such as policy interpretations. Incumbent's decisions are always determined by specific instructions or existing, well established policies and procedures. Errors in incumbent's work are usually prevented and detected through standard accounting checks. Undetected errors may result in loss of time to correct error, loss of money to Department, and inconvenience and loss of money to other agencies or public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other Town departments, and the public for the purposes of exchanging information, explaining department procedures, and rendering service.

Incumbent reports directly to Clerk Treasurer

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting/walking at will, lifting objects weighing 25 to 50 pounds, pushing/pulling objects, keyboarding, close vision, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Administrative Assistant for the Parks Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee signature

Date

Print/Type name