

ASSISTANT MUNICIPAL CLERK

DEFINITION:

The employee is responsible for difficult clerical and typing duties relating to administrative functions of a City Department. The employee must account for any monies received. Duties also include other support services under the general supervision of the City Recorder. Occasional judgment is used in performing tasks and the employee must consider different courses of action in performing a task.

JOB LOCATION

The employee will be assigned a work station in the offices of the Dyer City Hall. The employee will occasionally be assigned duties at municipal facilities located throughout the city. The City Hall is a non-smoking facility.

EQUIPMENT JOB LOCATION:

The employee will operate a computer, typewriter, fax machine, copier/scanner and other modern office and records equipment.

ESSENTIAL FUNCTIONS OF THE JOB:

- Receive cash funds and account for all monies received.
- Compose and type letters and correspondence.
- Effectively communicate with the general public and employees of other departments on matters requiring the interpretation of department policies and regulations.
- Effectively communicate with diverse and sometimes irate individuals and to handle calmly and efficiently situations ranging from routine to emergency.
- Effectively deal with citizen complaints, answer their questions and refer them to the appropriate department or person.

ADDITIONAL EXAMPLES OF WORK PERFORMED:

- Maintain routine accounting and financial records, and other records where some knowledge is required.
- Set-up and type from copy, rough draft, or general instructions: letters, tables, reports, forms, memoranda, and detailed instructions, or other material requiring independent action of judgment on problems encountered.
- Prepare various documents from files and catalogs.

- Filing documents in a defined filing system.
- Process and enter Citation for City Court docket and court management system.
- Perform other duties as assigned.

REQUIRED KNOWLEDGE AND ABILITIES:

- Knowledge of methods, practices, and terminology used in financial and clerical work.
- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of departmental rules, regulations, procedures, and functions.
- Ability to receive and understand oral and written instructions.
- Ability to make arithmetic computations and tabulations accurately and with reasonable speed.
- Ability to evaluate situations and make decisions.
- Ability to work independently on a variety of difficult and responsible clerical tasks.
- Ability to express ideas clearly and concisely, and convincingly.
- Ability to understand and follow oral and written instructions.
- Ability to establish and maintain an effective working relationship with other employees.
- Ability to accurately use a keyboard, calculator, typewriter, and computer.
- Ability to understand and explain ordinances.

QUALIFICATIONS:

- Graduation from an accredited high school.
- Office experience preferred but not required.
- A valid driver's license and reliable transportation are required.
- Must be bondable.
- As a condition of continued employment, must become Certified Municipal Finance Officer (Tennessee) within 24 months of hire date.

OTHER:

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

Following an offer of employment, and prior to starting work, individuals must have a pre-employment physical examination by a physician designated by the City of Dyer. The examination will be paid for by the City. Satisfactory clearance to perform essential job functions will be required for employment.

Updated September 2024