



TOWN OF PLATTEVILLE

400 Grand Avenue, Platteville, Colorado 80651
970.785.2245 – 970.785.2476 (f)
(www.plattevillegov.org)

Job Title: Deputy Clerk

POSITION:	Deputy Clerk
DEPARTMENT:	Administration
CLASSIFICATION:	Full-time, non-exempt
SALARY RANGE:	\$17.00-\$21.00 per hour DOQ/E
BENEFITS:	Health, Dental, Vision and Life Insurance. PERA Retirement. Vacation, Holiday and Sick leave

JOB SUMMARY:

Primary responsibilities and duties associated with assisting the Town Clerk's Office. Manages vendor maintenance and cemetery records. Serves as Municipal Court Clerk and assists the Finance Clerk, Utility Clerk and Police Clerk on various assignments. General responsibilities of assisting with general management of the front office.

SUPERVISION RECEIVED:

Works under the direct supervision of the Town Clerk and general supervision of the Town Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Town of Platteville retains the right to modify or change the duties or essential functions of the job at any time*

- Oversees the administration of the Business/Sales Tax/Contractors Licenses, monitors Sales Tax Revenue and oversees Building, Fence and other Town Permits.
- Manages and maintains monthly newsletter and social media outlets. Coordinates Town events, flyers, forms and general public information resources.
- Maintains records management for Municipal Court and assists with records management for the Police Department and Town Clerk's Office.
- Oversees the sale of cemetery lots, records management, burial processing and Rules and Regulation maintenance.
- Assists with the utility billing process, payroll and general financial management. Oversees vendor maintenance and assists with managing phone accounts.
- Assists the Town Clerk in all duties associated with the Clerk's Office. The Deputy Clerk assumes the duties and responsibilities of the Town Clerk when the Town Clerk is absent.

OTHER DUTIES AND RESPONSIBILITIES:

- Conducts and completes special projects and assignments as assigned by the Town Clerk and the Town Manager.
- Performs general receptionist duties including answering telephones and responding to citizens inquiries as needed.
- Cross trains with all other employees in the Administration Department in order to assist with various duties and services provided by the front office.

EDUCATION, EXPERIENCE & TRAINING:

Minimum Education: High School Diploma or GED required.

Special Training or Experience: Certified Municipal Clerk is preferred. Additional training or certifications as a Municipal Clerk, Court Clerk, liquor licensing, election law, records management and cemetery management recommended.

Additional Job Requirements: Valid Colorado Driver's License and acceptable driving history. Pre-employment background check.

KNOWLEDGE, SKILLS & ABILITIES:

- Proficient in Word XP, Microsoft Office, Outlook, Windows,
- Familiar with Microsoft Excel and Caselle.
- Excellent typing and general office skills.
- Outstanding organizational and multitasking skills.
- Exceptional customer service and telephone skills.

EQUIPMENT USED:

Practical ability to operate required computer programs, calculator, business phone, postage machine, various copiers and printers, along with general office equipment and technology.

ENVIROMENTAL CONDITIONS:

The majority of work is performed in the front office and in other areas of Town Hall.

PHYSICAL REQUIREMENTS:

- Ability to operate standard small office equipment.
- Ability to lift or carry up to 40 lbs. and to push or pull up to 60 lbs.
- Ability to conduct activities involving climbing, balancing, crawling, twisting, stooping, kneeling/bending, crouching, and reaching on a limited to substantial basis.
- Ability to participate in routine conversation in person or via telephone and to distinguish telephone, voice and other auditory tones.
- Ability to distinguish objects in low and bright light using visual capacity including peripheral vision, depth perception, color vision, and far and near acuity to perform responsibilities of the position.

- Ability to use a computer for moderate periods of time.
- Ability to operate a vehicle.

OTHER REQUIREMENTS:

- Ability to understand verbal information and instruction. Ability to exchange information with others and to develop and present recommendations.
- Ability to read and understand written information. Ability to compose information and instruction in written form.
- Ability to translate verbal communication into effective written material, e.g. reports and other documents.
- Ability to use mathematical reasoning is necessary to carry out the budgeting and regulatory requirements.
- Ability to use memorization and analytical skills and apply results.
- Ability to use and apply technology.
- Ability to speak one or more foreign languages is helpful, particularly Spanish.

EQUAL OPPORTUNITY EMPLOYER:

The Town of Platteville is a drug-free workplace that provides employment opportunities in compliance with all pertinent federal, state, and local laws and Town values that promote employee participation in the delivery of quality services to and on behalf of the community. Accordingly, the Town is an Equal Opportunity Employer and celebrates diversity in the workforce.