



TOWN OF PLATTEVILLE

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

Job Description

POSITION:	Administrative Assistant / Deputy Town Clerk
DEPARTMENT:	Administration
CLASSIFICATION:	Full-time, non-exempt
SALARY RANGE:	\$15.00 - \$18.00 per hour DOQ/E
BENEFITS:	Health, Dental, Vision and Life Insurance, PERA Retirement, Vacation, Holiday and Sick leave

JOB SUMMARY:

Responsible for general management of the front desk and is the primary receptionist for the Town. Performs a variety of duties including customer service, filing, issuing permits, answering the phone, mail distribution, accepting payments and balancing cash drawer, and operating small office equipment. Assists all departments of the Town as needed. Following successful completion of probationary period, may pursue certification and assume duties of Deputy Town Clerk.

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*

- Acts as first contact for community members seeking help or information
- Accurately logs utility payments and receivables, balances cash drawer, and assists with daily deposits and reports
- Manages Town website and Town Hall Marquee, publication of monthly newsletter, Town event flyers, forms and general public information
- Assists with the preparation of the Business/Sales Tax/Contractors Licenses, Building, Fence and other permits
- Assists Town Clerk with Cemetery Operations; sale of cemetery lots, maintenance of burial/ownership database, scheduling funeral services, review of Rules and Regulations
- Assists with the utility billing process, payroll and general financial management as needed
- Assists with records management and retention per state schedules

- Assists Town Clerk with Municipal Elections
- Assists the Town Clerk in duties associated with the Clerk's Office. Trains as Deputy Clerk upon successful completion of probationary period, including completion of CMC Certification within five years.

OTHER DUTIES AND RESPONSIBILITIES:

- Conducts and completes special projects and assignments as assigned by the Town Clerk and the Town Manager.
- 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 in 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:

- Exceptional customer service and telephone skills
- Proficient in Microsoft Office and Windows
- Familiar with Finance / Database software applications
- Excellent typing and general office skills
- Outstanding organizational and multitasking skills

EQUIPMENT USED:

Practical ability to operate required computer programs, calculator, business phone, postage machine, 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, to exchange information with others and to develop and present recommendations
- Ability to read and understand written information and 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 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.