

POSITION DESCRIPTION

Class Title: Deputy Clerk
Department: Administration
Approved by Council: Pending

GENERAL PURPOSE:

Performs all payroll related duties including benefits administration. Performs wide variety of regular and recurring accounting procedures. Maintains varied accounting office filing systems and records to assure proper follow-through.

SUPERVISION RECEIVED:

Works under general supervision of the Clerk/Treasurer.

SUPERVISION EXERCISED:

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Performs all duties of Payroll Accounting and Employee Benefits, including:

- W-4's and I-9's
- Reporting of new hires
- Medical, dental, vision and group life insurances for employees and their dependents
- Timesheets (collection and review)
- Month-end payroll and Mid-month draws
- Accruals for holiday, personal holidays, vacation, comp time and sick hours
- LEOFF/PERS State Retirement and Deferred Compensation Programs
- Section 125 Cafeteria Plan
- Flexible Benefit Plan
- Health Savings Accounts
- Terms of union contracts as they relate to payroll
- Wage garnishments
- Quarterly reports for L&I, Employment Security, Federal Taxes, Paid Family Medical Leave, etc.
- Year-end W-2's and W-3
- Updates to wage history sheets
- Paid/unpaid leaves according to law/policy
- Mandatory state/federal poster compliance
- Post-employment benefits for LEOFF I retiree

Prepares and posts Council agendas; attends all official Council meetings; records and transcribes all official Council minutes; prepares and distributes meeting materials.

Provides posting and display of regular/special Council meeting agendas and public hearings by Council.

Submit legal notices of public hearings by Council to paper for publication.

Maintains terms of office for elected officials/committees. Prepares oaths of office for elected/appointed officials and submits to County Auditor.

Prepares quarterly/annual invoices as they relate to rents, leases, airport fees, franchise fees and other billings. Monitors payments. Maintains lease/rent adjustment schedules and calculates rent increases as stipulated by contract/resolution.

Monitors insurance requirements relating to airport contract/agreements and municipal building leases.

Collaborate with Clerk/Treasurer: Drafting of resolutions/ordinances for adoption by Council. Assist with development of written policies. Codification of ordinances. Maintain log of ordinances and resolutions adopted. Update and distribute written policies.

Serves as Secretary on Local Fire Board. Administers State Pension Plan for Volunteer Fire Fighters.

Prepares and submits annual report to JLARC (Joint Legislative Audit and Review Committee) for Lodging Tax.

Monitors/tracks public records training requirements.

Covers for/assists main office staff during breaks, times of peak activity, absences: includes cash receipting, answering phones, processing utility requests and other customer services, reconciling evening cash, preparing daily deposit, contacting/paging staff as needed, etc.

Assists Clerk/Treasurer as needed.

Support and assist Public Records Officer as needed.

Performs any other job-related instructions or duties as requested.

PERIPHERAL DUTIES:

Composes, inputs and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy and completeness.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- (A) Graduation from high school or GED equivalent; and
- (B) Course work in accounting or any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Payroll and Benefits. Word processing. Excel spreadsheets. VISION software experience preferred.
- (B) Skill in operating listed tools and equipment.
- (C) Ability to perform arithmetic computations accurately and quickly; ability to communicate effectively verbally and in writing; ability to establish working relationships.

SPECIAL REQUIREMENTS: None

TOOLS AND EQUIPMENT USED:

Personal computer, including word processing and spreadsheet software; 10-key calculator, phone, fax and copy machine.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. Background check required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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