

**VILLAGE OF ALMONT
JOB DESCRIPTION**

**DEPUTY CLERK/TREASURER
NON-EXEMPT EMPLOYEE**

Supervised by: Clerk/Treasurer; Police Chief; Village Manager

Position Summary:

The Deputy Clerk/Treasurer is responsible for completing diverse treasury, clerk, and other office and police support functions for the Clerk/Treasurer, Police Chief, and Village Manager. Researches, responds to and performs routine and unique matters regarding a wide variety of Village matters.

Essential Job Functions:

The Deputy Clerk/Treasurer's duties include (but are not limited to) the following essential job functions:

1. Receives and assists walk-in visitors by determining their needs and provides positive first impressions in explaining Village policies and procedures; refers visitors to appropriate department when necessary, and assists customers at the counter by taking payments and issuing receipts.
2. Prepares information for mortgage/title company requests.
3. Reconciles monthly inspection reports by verifying that all inspections paid for at the end of the month match the information that was provided on the monthly inspection report from the Building department.
4. Learns and understands cash flow procedures and prepare reports. Responsible for balancing the cash drawer each day; prepares daily deposits.
5. Provides a variety of other clerical and administrative support services and completes special projects as requested to facilitate efficient office operations.
6. Serves as a back-up when the Clerk/Treasurer is unavailable and has all the responsibilities of the Treasurer.
7. Assists with the Settlement of taxes each year with the County Treasurer's office.

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8. Ensures all tax bills are mailed out yearly. Responsible for follow up on delinquent tax payers – phone calls, letter writing, visiting those businesses that are delinquent, attend court action lawsuits.
9. Responds to written requests for information by fax or email.
10. Understands investment procedures and handles transactions as instructed, including inquiries into rates.
11. Researches returned mail and tries to find valid addresses for returned tax bills.
12. Keeps an up-to-date Standard Operating Procedures manual at all times.
13. Receives, prioritizes, and assists in processing Freedom of Information Act and OMA requests. Tracks changes in related laws and ensures departmental compliance.
14. May serve as recording secretary for multiple Board meetings.
15. Processes payroll for Village employees.
16. Processes LiveScan fingerprinting for multiple police departments and school districts.
17. Processes reports for Department Heads.
18. Issues gun purchase permits.
19. Distributes faxes received to various departments.
20. Prepares synopsis of meeting minutes and public notices to publish in local paper.
21. Distributes and sorts Police Department's mail.
22. Updates information on Cable TV channel.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The minimum qualifications for the position of Deputy Clerk/Treasurer include the following:

Requirements include the following:

- High school diploma required; a minimum of 2 years related experience.

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- Working knowledge of computers, comprehensive knowledge of Microsoft Office and BS&A Software.
- Ability to independently organize and schedule assigned work to meet established deadlines in an environment where interruptions may occur frequently.
- Ability to sit and operate a computer at a high level of proficiency for extended periods of time.
- Ability to be bonded.
- Ability to work well under pressure and stressful situations.
- Knowledge of the professional principles and procedures of public administration.
- Ability to maintain accurate records and prepare comprehensive reports.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with citizens, elected officials, employees, other governmental agencies, and other professionals.
- Ability to critically assess situations and solve problems, and work effectively under stress, within deadlines, and changes in work priorities.
- Ability to handle highly sensitive and confidential information with complete discretion.
- Ability to attend meetings outside of normal business hours.

Physical Demands and Work Environment:

The following physical demands and work environmental are characteristic to the Deputy Clerk/Treasurer position:

This position regularly works in an office setting with a controlled climate where they sit and work on a computer, communicate by telephone, email or in person, and move around the office or travel to other locations.

An employee in this position is also required to occasionally work outside the office at field sites, and travel to other locations.

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