

JOB TITLE: Deputy City Clerk

DEPARTMENT: Administration

JOB SUMMARY:

This multi-faceted job is responsible for billing and collecting utilities, calculating and collecting taxes, maintaining property records, city dispatch, and general office correspondence. This position reports to the City Clerk with managerial oversight by the City Manager.

ESSENTIAL DUTIES:

The following duties for this job should not be construed as exclusive or all-inclusive.

- Serves as City Tax Commissioner
- Responsible for billing and collection concerning utility accounts and property taxes; notifies citizens of billing changes, delinquency of payment, suspension of service, and property levying; bills all businesses annually for occupational tax, receives payments, maintains records, and sends delinquent notices.
- Posts payments to citizens' accounts, prepares a deposit, and balances daily.
- Prepares month-end reports, includes balancing figures with City Manager's records.
- Maintains accurate data for all property and utility accounts including updating address changes and ownership changes.
- Prepares work orders for new or change meter requests, includes creating new route order/services for new accounts.
- Prepares Georgia Department of Revenue forms; assists the City Manager in the development of budget and proposed millage.
- Prepares all accounts for ad valorem property tax billing, verifies homestead exemptions and property assessments.
- Executes appropriate steps concerning notices and reminders on delinquent accounts, writes all legal notices and filings on delinquent tax payers, files legal notices with the county clerk of courts, researches deed and lien information before levying property, prepares all legal notices and advertisements for tax sale of levied property.
- Prints & mails tax bills from in-house system or arranges for outside billing services.
- Develops and presents Collection Status Reports for City Council meetings.
- Answers requests from mortgage companies, attorneys, and real estate companies for tax amounts and the status of payments.
- Maintains all files for each parcel of property in the city limits.
- Enters meter readings, reviews usage for excess use, and gets re-reads prior to billing.
- Communicates with the citizenry either in person or via the telephone.
- Assists the City Clerk with maintaining, organizing, and codifying city ordinances.
- Serves as municipal court clerk.

ADDITIONAL DUTIES:

- Dispatches information and duties to city work crews via telephone.
- Assists with meetings and general dissemination of information and notices.
- Assists with city elections as appointed by the City Council.
- In the absence of the City Clerk performs his/her duties at all necessary meetings and/or workshops.

EDUCATION/TRAINING:

- High School Diploma or GED.
- Prefer Deputy/Assistant Municipal Clerk Certification or college degree in related field.

KNOWLEDGE, SKILLS, AND ABILITY:

- Willingness to learn municipal tax system including its calendar, forms, and process.
- Willingness to learn state and federal guidelines relating to taxation.
- Knowledge of accounting, billing and receiving, balancing payments, filing, and record keeping.
- Capable of self-motivation; accomplishing goals without supervision; communicate clearly and effectively, both verbally and in writing.
- Ability to multi-task within an office environment.
- Ability to use basic office technology such as laptop, copy machine, printer, phone, and calculator.
- Ability to interact with citizenry in a professional and cordial manner.
- Ability to make oral presentations when asked.
- Knowledge of Microsoft Excel, Microsoft Word, PowerPoint, the Internet, generic publishing programs, and billing software.

SUPERVISORY AND MANAGERIAL RESPONSIBILITY:

- None.

MINIMUM QUALIFICATIONS:

- Previous employment in an office environment with customer service and telephone responsibilities.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical Abilities: Tasks involve the ability to exert little physical effort in light work, typically involving some combination of sitting, walking, stooping and kneeling, and which may involve some lifting, carrying, pushing, and/or pulling of objects and materials of moderate weight (up to 15 pounds). The majority of a normal workday involves sitting. Considerable time spent working on a computer.

Sensory Requirements: Some tasks require the ability to perceive and discern colors or shades of colors. Some tasks require the ability to perceive and discern sounds. Some tasks require the ability to perceive and discern tastes. Some tasks require the ability to perceive and discern odors. Some tasks require depth perception. Some tasks require the ability to perceive and discern textures. Some tasks require visual perception and discrimination. Some tasks require oral communication ability.

Environmental Factors: Tasks are regularly performed with exposure to adverse conditions including, but not limited to, screen glare from computer monitor, and repetitive typing motions.