DEPUTY CLERK
City of Epworth – Job Description

Position: Deputy Clerk
Department: Administration
Reports To: City Clerk
Date Revised: September 30, 2026

General Summary:
Under direction of Mayor and City Clerk, assists in the administration of municipal affairs by performing general office duties relating to the municipal utilities and the general operation of the City.

Essential Functions:
Work involves recordkeeping requiring the exercise of judgment within general guidelines. Work is performed independently within established policies and procedures and is reviewed by the City Clerk through reports, internal controls, and observation of effectiveness. The duties of the job would include, but are not limited to these areas:

1. Serves as the receptionist and first point of contact for the general public.

2. Reconcile monthly bank statements with computerized receipts/disbursements.

3. Responsible for preparing payroll and disbursements. Responsible for quarterly payroll tax reports. Maintain distribution of labor by time spent in each department.

4. Assist in preparation of utility billing. Including but not limited to maintenance of billing system, receiving payments, answering questions, coordinating late notices.

5. Prepares quarterly sales tax report, motor fuel tax report.

6. Issue licenses and permits according to established procedure.

7. Record reservations/collect fees for use of city facilities and services.

8. Accept and record revenue received.

9. Assist with web site and social media updates.

10. General office duties including photocopying, filing, distribution of mail, ordering supplies, answering phones, and assisting customers and staff as needed. Miscellaneous accounting and secretarial duties. Operates computerized equipment in the process of maintaining records.

11. Responds to questions from the public; supplies general information on policies and procedures; refers more specific inquiries to the appropriate official.

12. Assists in the City Clerk in coordinating with other department's on matters such as but not limited to meter readings, service disconnections, citizen concerns and permit inspections.

13. Serves in the City Clerk position in the Clerk's absence, including attending Council meeting and taking minutes, as needed.

14. Perform special projects as designated by City Clerk or Mayor.

Knowledge and Skills:

- Knowledge of standard office procedures and practices.
- Knowledge of accounting principles, practices, and procedures, including fund accounting.
- Ability to establish and maintain effective working relationships with co-workers and the public.
- Ability to effectively operate office equipment including computers.
- Ability to acquire knowledge of policies, procedures, and services of the City within a reasonable training period
- Ability to learn assigned tasks and to adhere to prescribed routines
- Ability to communicate City policies and practices with customers.
- Ability to adapt to change smoothly, be organized and able to plan and make efficient use of time.
- Attend workshops and seminars as approved to further develop knowledge, skills and maintain proficiency. (all costs will be at city expense)

Entry Level Requirements:

- High School Education or equivalent.
- Must have some training in accounting or combination of experience and training that provides the required knowledge, skills, and abilities.
- Experience working with a computer and skills with Microsoft Office.
- Strong customer service orientation and skills.
- Bondable
- Ability to be a Certified Notary Public

Physical Requirements:

- Sedentary work exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects.
- Involves sitting, fingering, grasping, kneeling, talking, hearing, and repetitive motions.
- The job requires sitting for extended periods of time and employee may encounter visual strain, unpleasant social situations, and significant work pace pressure.

Disclaimer: All job duties and requirements in this job description have been determined by the employer to be essential job functions that are necessary to successful job performance. Employees in this job class will be expected to perform other job-related duties when it can be reasonably implied that such duties do not fundamentally change the basic requirements, purpose or intent of the position.

Approved by Council Date_____