

## CITY OF STEVENSON DEPUTY CLERK/TREASURER I

June 22, 2018

Open until filled

Due to a retirement, the City of Stevenson, Washington, is recruiting for a Deputy Clerk/Treasurer I. This position works under the City Administrator to perform a variety of accounting, record keeping and customer service duties. The Deputy Clerk/Treasurer I is responsible for utility billings and payroll.

### **The Ideal Candidate:**

The City of Stevenson is looking for a dynamic individual that has a passion for providing exceptional customer service. Acting as the first line of response to the public, the Deputy Clerk/Treasurer I must have a strong background and interest in troubleshooting problems; have collaborative decision-making skills; be independent, self-motivated and a team player; be energetic and positive with a can-do attitude; have strong communication and public relations skills; and be focused on solving problems and achieving results.

### **Experience and Education:**

Requires graduation from high school, receipt of a GED or equivalent. Also requires office experience, understanding of basic accounting, and the ability to work independently. Education beyond a GED and prior government experience is preferred.

### **Compensation and Benefits:**

- Annual Salary of \$42,828 to \$56,359 depending on qualifications and experience
- Medical and dental insurance for employee and dependents
- HRA VEBA plan
- Washington State PERS
- Voluntary Deferred Compensation plan
- 10 paid holidays per year
- 12+ vacation days per year (to maximum accruals)
- 2 personal leave days per year
- 12 days sick leave per year (to maximum accruals)

**To Apply:** Applications are available at Stevenson City Hall or on the City's website at [www.ci.stevenson.wa.us](http://www.ci.stevenson.wa.us). Submit an application, a cover letter, and a resume to City Hall at 7121 E Loop Rd, PO Box 371, Stevenson WA 98648, or by email to [leana@ci.stevenson.wa.us](mailto:leana@ci.stevenson.wa.us).

Open until filled, first review of applications is scheduled for July 16, 2018. The City of Stevenson is an Equal Opportunity Employer.

JOB DESCRIPTION  
CITY OF STEVENSON

**POSITION:** Deputy Clerk/Treasurer I  
**REPORTS TO:** City Administrator  
**EFFECTIVE DATE:** June 21, 2018  
**FLSA STATUS:** Non-Exempt

SUMMARY:

This is an office position that performs a wide variety of regular and recurring accounting procedures; payroll and utility billing tasks; records management and permit technician duties.

ESSENTIAL JOB DUTIES:

The specific statements shown for each task are not intended to be all inclusive. They represent minimal essential elements and criteria considered necessary to successfully perform the job. Other related duties and responsibilities may be required, or assigned, as needed.

- Provide outstanding, friendly customer service to all city customers.
- Responsible for utility billing including preparation and reconciliation of water and sewer billing, receipting payments, maintenance of customer service records and compiling reports.
- Maintain records of connections and utility applications with associated costs.
- Receive, account for and safeguard cash, checks and other valuables as required.
- Develop and maintain procedures for utility bills, delinquent billing reminders and service cut-offs.
- Review invoices submitted and determine proper account coding, prepare vouchers and checks for payment.
- Prepare monthly payroll for city staff, maintaining all payroll files.
- Perform confidential secretarial and administrative work of a varied nature including receive and screen telephone calls; establish and maintain files, records and other information sources needed to facilitate, support and document office or department activities.
- Perform secretarial services for various departments when required.
- Secretary to the Board of Adjustment and Board of Appeals committees and fill in for the Planning Commission/City Council when required.
- Assist in the preparation of the budget, financial reports and annual state audit.
- Maintain Business License, Small Works Roster and Outdoor Burn Files.
- Assist with records retention and maintains City Council cross reference indexes.
- Provide zoning information, building permit information, water/sewer information. Provide general public/tourist information and relocation assistance.
- Operate office equipment, trouble shoot hardware software problems and operate Microsoft suite software and utility/financial software programs.
- Assist with project administration, monitor compliance with state/federal prevailing wage laws, RCW's and WAC's.
- Assist City Administrator in grant management.

- Assist with asset management to include conducting an inventory, and logging information in spreadsheets.
- Calculate annual Volunteer Firefighter pay and Skamania County Fire District II billing.
- Maintain varied accounting office filing systems and records as directed to assure proper follow-through.
- Process and assist in the completion of application for various city permits.
- Review contractor applications for current license and insurance coverage.
- Calculate permit and plan review fees and ensure plans are reviewed by appropriate departments.
- Determine the appropriate permit application type, accept applications and revisions, perform a completeness check, route the review material and complete necessary documentation.
- Maintain the permit tracking database.
- Monitor the progress of permit applications; take action when required to meet target timelines.
- Issue a permit after ensuring that all necessary approvals are obtained, all required documentation is complete, and all regulations are addressed.

#### ABILITY TO:

- Communicate clearly, effectively, and tactfully both verbally and in writing.
- Exhibit proficient computer skills.
- Work independently with little direction.
- Prioritize work, mesh numerous assignments, cope with interruptions, last minute changes and deadlines.
- Demonstrate conflict-resolution, problem-solving, and interpersonal skills using tact, patience, and courtesy.
- Obtain training to update present skills or obtain new skills.
- Demonstrate attention to detail and an aptitude for numbers.
- Demonstrate excellent problem solving and follow through skills.
- Determine appropriate action within clearly defined guidelines.
- Observe health and safety regulations.
- Maintain records and prepare reports.
- Work courteously and tactfully with customers and employees.
- Establish and maintain cooperative and effective working relationships with others.
- Adapt to new technologies and policy changes.

#### SUPERVISORY RESPONSIBILITIES:

Works under general supervision. No formal supervisory responsibilities but may oversee or direct the work of support staff, contractors, and/or volunteers.

#### JOB CONDITIONS:

This position takes place in a typical office environment. The position may require long periods of sitting, standing, stooping, and/or reaching. This position may also require lifting objects

weighing more than twenty-five (25) pounds. Specific vision abilities required by this position include close vision and the ability to adjust focus.

This position may be subject to verbal abuse at times from the public.

**MINIMUM QUALIFICATIONS:**

High School Graduate or GED equivalent.  
Office Experience, good writing skills, understanding of basic accounting  
10-key by touch, computer experience (preferably Windows based) excel & word  
Good Customer Service

**PREFERRED QUALIFICATIONS:**

Prior Government Accounting Experience  
College graduate

**POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:**

First Aid & CPR Certification  
Notary Public Designation

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

**I have read and understood the functions, responsibilities and requirements of this position.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**City of Stevenson**

**7121 E Loop Road**

**PO Box 371**

**Stevenson, WA 98648**

**Phone: 509-427-5970 Fax: 509-427-8202 email: [leana@ci.stevenson.wa.us](mailto:leana@ci.stevenson.wa.us)**

**Application for Employment**

In compliance with Federal and State Equal Opportunity Guidelines, qualified applicants are considered for employment without regard to race, creed, color, sex, national origin, age, or marital status. In compliance with the Americans with Disabilities Act, disability will be considered only in the context of the applicant's ability to perform essential functions of the job and to determine reasonable accommodation. The City is a drug free workplace.

This application must be completed fully even if you are also submitting a resume. Incomplete applications will not be included for consideration in the selection process.

Name:	Phone:
Mailing Address:	Fax:
City, State & Zip	Email:

It is the City's policy that any applicant for a position which requires that he/she drive City Vehicles must hold or be eligible to hold a valid Washington State Driver's license. Do you possess a Washington State Driver's license?  
Yes [ ] No [ ]. If no, is there any reason you may be barred from receiving a license?

After reviewing the job announcement, can you perform the essential functions of this job? Yes [ ] No [ ]  
If Yes, would accommodations be necessary? Yes [ ] No [ ] (Reasonable accommodations will be provided if necessary)

In accordance with the Immigration Reform and control Act of 1986, employment by the City of Stevenson is contingent upon presentation of acceptable documents verifying identity and authorization for employment in the United States. Documentation of authorization to work in the U.S. will be required if an offer of employment is made and accepted.  
Are you authorized to work in the United States? Yes [ ] No [ ]

Have you been convicted of a criminal offense within the past seven years? Yes [ ] No [ ]  
If yes, please explain the nature of the offense, date, court, and description:

Note: Although the City may investigate criminal convictions that relate to fitness to perform the job for which you are applying, such convictions will not necessarily bar you from employment with the City.

Can you travel if the job requires it? Yes [ ] No [ ]

Have you ever been bonded? Yes [ ] No [ ]  
If yes, for what position:

Are you a veteran? Yes [ ] No [ ]  
If yes, what was your branch of military service and your final rank?

List any trade or professional organizations of which you are a member, including offices held:

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List the name, address and telephone number of three references not related to you:

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Summarize any special skills and qualifications you have acquired from employment or other experiences:

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**EDUCATION AND TRAINING**

<u>Type of School</u>	<u>Name &amp; address</u>	<u>Number of years completed</u>	<u>Graduated? Degree type? Major Subjects</u>
High School			
College			
College			
Business/Vocational			
Trade/Other			

**EMPLOYMENT HISTORY**

Beginning with your present or most recent employer, list your prior work experiences. Include periods of self-employment and US Military experiences. List each promotion separately. Describe the work you did and the number and type (clerical, technical, professional, etc.) of employees supervised, if any. If all of the requested information is contained in your resume in great enough detail, the note "See Resume" is an acceptable response.

Employer: _____	Hours per week: _____
Employers Address _____	Employed from: _____ to _____
Job Title _____	Phone number: _____
Supervisor/Title _____	
Briefly describe work duties and level of responsibility: _____	
Number of employees supervised, if any _____	Last Hourly/Monthly wage: _____
Reason for leaving: _____	
May we contact this employer? Yes [ ] No [ ]	

Employer: _____	Hours per week: _____
Employers Address _____	Employed from: _____ to _____
Job Title _____	Phone number: _____
Supervisor/Title _____	
Briefly describe work duties and level of responsibility: _____	
Number of employees supervised, if any _____	Last Hourly/Monthly wage: _____
Reason for leaving: _____	
May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Employer: _____	Hours per week: _____
Employers Address _____	Employed from: _____ to _____
Job Title _____	Phone number: _____
Supervisor/Title _____	
Briefly describe work duties and level of responsibility: _____	
Number of employees supervised, if any _____	Last Hourly/Monthly wage: _____
Reason for leaving: _____	
May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>	

In accordance with the City of Stevenson's Drug and Alcohol Testing Policy, City employees who are required to have a valid Commercial Driver's License (CDL) are subject to testing for controlled substances and alcohol on a random, unannounced basis. The City is required to randomly test 25% of employees who are required to have a CDL for alcohol and 50% of employees who are required to have a CDL for controlled substances.

**PLEASE READ CAREFULLY BEFORE SIGNING THIS APPLICATION**

The facts set forth in my application of employment are true and complete. I understand false statements on this application will result in my disqualification as an applicant, or, if I am employed, will be cause for my dismissal.

I authorize the City of Stevenson to investigate all statements in this application and to secure any necessary information from all my employers, references, and academic institutions. I hereby release all of those employers, references, academic institutions, and the City from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment with the City.

In the event of my employment with the City of Stevenson, I will comply with all rules, regulations and policies set forth in the City's policy manual or the communications distributed by the City.

I Hereby acknowledge that I have read and understand the preceding statements.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_