

**TOWN OF MANCOS, COLORADO**  
**JOB DESCRIPTION**  
**POSITION TITLE: *DEPUTY CLERK***

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<b>EXEMPT:</b>	<b>No, eligible for comp. time accrual @ 1.5 hours with prior authorization from supervisor only.</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>REPORTS TO:</b>	<b>Town Clerk/Treasurer</b>
<b>APPOINTED/HIRED BY:</b>	<b>Town Clerk/Treasurer</b>
<b>APPROVED BY:</b>	<b>Town Administrator</b>
<b>SALARY RANGE:</b>	<b>Full Time: \$19.20 - \$21.50 per hour</b>

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**SUMMARY:**

Provides a wide variety of general clerical and administrative duties under the supervision of the Town Clerk/Treasurer. Reports to the Town Clerk/Treasurer, and carries out goals and duties as set forth by the Town Clerk/Treasurer. The individual in this position serves the public, elected officials and town departments by providing a variety of services and information. Performs data entry, answers phones, performs receptionist duties, filing and record keeping, typing of reports, memos, correspondence and other documents, receives payments for services from customers, waits on the general public, and gives information on general town policies or referring the citizen to the correct person. Performs the following duties:

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Acts as receptionist; answers the telephone, and waits on the public; receives payments for services, and gives information of general town policies, or refers the citizen to the correct person; inputs data into the Town's computer system.
- Types and proofreads a variety of documents from rough draft forms, copies, and/or notes.
- Performs a wide variety of routine clerical and administrative duties, including filing, checking, and recording information.
- Receives, sorts and distributes incoming and outgoing mail.
- Processes accounts receivable and payable.
- Assists the Town Clerk/Treasurer in the preparation of election materials. Provides general clerical duties in support of the Town Clerk/Treasurer in preparation for elections.

- Prepares and processes water and sewer accounts receivable on a daily schedule. This process involves customer billing generation and distribution, receipt and reconciliation of payments, computer system input and report preparation, reconciliation, and disbursement.
- Assists the Town Clerk/Treasurer in records management duties, as assigned, including ordinances and resolutions, minutes, Board packets, official deeds and leases, building permits, land use applications, and any other official documents and records.
- Processes a variety of forms and maintains accurate records. Assists the departments in the processing of applications for various licenses and permits.
- Acts as Court Clerk and provides general clerical and support services for the Mancos Court.
- Assists the Town Administrator in recording and documenting all Planning & Zoning meetings and public hearings. Provides general clerical support for those meetings, including the typing up of meeting minutes.
- Assists in the management and oversight of the Town's website and public outreach as directed.
- Provides excellent customer service with clear, concise, and accurate information; follows up with customers as needed to ensure satisfaction and closure. Investigates and resolves non-routine and complex customer service issues requiring knowledge and understanding of various departments' policies and procedures.
- Performs other duties as assigned.

#### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the skills required to perform the essential duties well. Reasonable accommodations may be made to enable disabled individuals to perform these essential functions.

- Knowledge of general office policies and procedures.
- Ability to perform word processing and data entry.
- Proficient in English, written and spoken.
- Accuracy in performing typing and filing.
- Some knowledge of customer service skills.

#### **EDUCATION AND EXPERIENCE:**

- High School Diploma or General Education Degree (G.E.D.)
- Two years office experience.

#### **SPECIAL REQUIREMENTS:**

- Ability to obtain Notary Public Certification within six (6) months of starting employment.

- Ability to begin the process of obtaining Certified Municipal Clerk status within three years of starting employment.
- Ability to work occasional evenings to attend scheduled public meetings.

#### **COMMUNICATION SKILLS:**

- Ability to read, analyze and interpret common journals and legal documents. Ability to respond effectively to common inquiries or complaints from citizens, regulatory agencies, and members of the business community.
- Awareness of sensitive issues and an ability to maintain confidentiality.

#### **MATHMATICAL SKILLS:**

- Ability to add, subtract, multiply and divide in units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratios and percentage.
- Accurately performing mathematical calculations associated with generally accepted accounting practices.

#### **REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of situations and circumstances. Ability to interpret a variety of instructions, whether verbal, written, in schedule form, or a diagram or picture. Can demonstrate initiative concerning projects and needs of the Town.

#### **PHYSICAL DEMANDS:**

The physical demands described in this document are representative of those that must be met by an employee to successfully perform the essential functions of the 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 regularly required to sit and stand, use hands to finger, handle, utilize and feel objects and tools, and manipulate objects or controls. The employee is regularly required to talk and hear well. The employee must regularly lift and move up to 10 pounds and on occasion up to 50 pounds. Specific vision capabilities required by this job include close vision, peripheral vision and ability to adjust focus. The employee will spend extended time with a computer monitor.

#### **WORK ENVIRONMENT:**

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

perform the essential functions. In performing the duties of this job, the employee works predominantly in an indoor environment. The noise level varies from low to moderate.

Signature \_\_\_\_\_

Date \_\_\_\_\_