

**Job Description**  
**for**  
**Deputy Clerk**  
**City of Vernon, FL**

**General Purpose**

Under general direction, assist the City Clerk in carrying out the programs and activities of the City Clerk function and serves as acting City Clerk in the City Clerk's absence; including the preparation of agenda and minutes. Perform bookkeeping and routine clerical and administrative work in the billing of the water/sewer/garbage. The Deputy Clerk will work in the Front office; performing a variety of responsible accounting duties which require strict accuracy. This employee must have the ability to perform difficult and responsible tasks with minimum supervision, work independently and use good professional judgment. This employee must be able to communicate well with the public and investigate and handle complaints in stressful situations.

**Job Requirements**

- High School graduate or GED equivalent
- Two years of increasingly responsible related experience in utility processing and accounting, or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities.
- Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; including 10-key calculator, telephone, fax machine, and copy machine.
- The ability to work under pressure and /or frequent interruptions and handle stressful situations
- The ability to balance the cash drawer

**Duties:**

Performs duties and responsibilities of the Water, Sewer Utility and Garbage, including

- Receives payments from customers
- Enter/update utility payments into the utility billing system
- Daily balances cash drawer
- Process and coordinates work orders for Utility and Public Works Department
- Answers phone and assists customers and visitors with inquires
- Receives and investigates complaints regarding utility billing
- Processes meter reading data for the water/sewer/garbage, ability to compute bills manually and using the computer; prepares the monthly utility bills and prepares for mailing.
- Generates all support customer account files (including setting up new accounts and closing out accounts)
- Maintains the calendar for the rental of the Community Center, collects the fees and deposits for same
- Helps to set up meeting rooms for council meetings and other meeting as needed

- Prepares notification letter of Occupations Licenses due annually
- Enter backflow reading into the billing system annually
- Records council minutes in the absence of the City Clerk
- Preparation of agenda in the absence of the City Clerk
- Prepares letters as requested, copies and faxes documents as needed
- Maintains inventory - adding and removing as required; coordinate with other departments on inventory
- Cleaning of offices and meeting rooms and remove trash as needed
- Secure areas not being used
- Maintain adequate supply of paper towels and toilet paper in City Hall restroom only
- Inspect Community Center when it is rented
- Does any other related work as required