



## WILLARD CITY CORPORATION

### Job Description

### **TREASURER/PLANNING COMMISSION SECRETARY/DEPUTY RECORDER**

Date 10/2020

#### **CLASS SUMMARY**

The Treasurer/Clerk performs a wide variety technical, legal, and clerical duties in support of the Municipal Office and Justice Court such as processing documents and records, extracting and compiling records or data, responding to inquiries concerning services and procedures. Responsible for the management and preparation of Planning Commission meeting agendas and meeting notices pertaining to regular and special sessions, and the recording of meetings and items before the Commission and actions taken; maintenance of official minutes of all proceedings. Duties also include maintaining and monitoring established record keeping, filing, and data base systems, keyboarding or typing forms, letters, record entries, and other material. Performs Treasurer's duties including, but not limited to accounts payable and receivable; preparation and maintenance of the fiscal year budget and reviews and enters data, processes transactions and maintains accounts.

This position requires a working knowledge of governmental accounting procedures, office procedures, rules and authority, and transacts the general business of the office court and assists with the Justice Court.

**ESSENTIAL FUNCTIONS** -- *Essential duties and responsibilities may include, but are not limited to, the following:*

Performs a variety of clerical and secretarial duties involving composition and typing of forms and documents such as letters, memos, reports, statistical information; proofreads work and edits written materials when requested; may schedule appointments and meetings.

Performs receptionist and/or front counter duties such as receive calls, greet visitors, and provides information and assistance by routing calls to appropriate individuals and departments, takes messages and responds to routine inquiries; processes and distributes incoming and outgoing mail according to established procedures.

Performs the duties of the Planning Commission Secretary including, but not

limited to, posting meetings and notices in accordance with State Law, keeping accurate minutes and recordings of all meetings, and processing land use and business license applications. Also serves as recorder for the Subdivision Land Use Authority (SLUA) board.

Coordinates Building Permit applications with Box Elder County and tracks inspection progress. Issues final occupancy permits at the direction of the City Planner/Zoning Administrator and prepares required governmental reports.

Represent office in a professional capacity; assume confidentiality in all matters. Requires frequent effective interaction with the public, both on the telephone and in person.

Performs accounts receivable and payable functions; assigns appropriate program number and code; calculates and collects fees; issues receipts. Prepares vouchers, checks and monthly financial reports for presentation to the City Council. Prepares and submits financial reports and works with the City Manager in preparing and maintaining the annual fiscal year budget.

Sorts, files, and tabulates various documents and records; establishes and prepares new files or categories within established filing systems; enters and retrieves data using electronic files; removes and logs materials; maintains status and file reports. Must also follow state archive requirements for destruction of files and records.

Operates a variety of office equipment such as computer, word processor, copy machine, fax machine, optical scanner or reader, and multiple-line telephones.

Operates numerous software programs with proficiency such as word processing, data management and spreadsheet applications.

Provides assistance to the City Recorder and temporarily assumes the duties in his/her absence.

Performs related duties as required or assigned.

Serves as the Treasurer for the City

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Work is performed primarily in an indoor office setting or courtroom environment. Physical effort is needed to move, lift and carry office equipment, supplies and materials. Basic communication skills such as talking, seeing, and hearing are needed for frequent person-to-person contact and telephone usage. The nature of the work has frequent interruptions and contact with the public and staff requires public communication skills. A physical hazard may occur from agitated

defendants awaiting trial, or during trials or hearings, as well as from the general public. Also requires the occasional lifting of boxes and other materials weighing up to 50 pounds.

## **MINIMUM QUALIFICATIONS**

### **Education, Training and Experience Guidelines:**

- Completion of high school or equivalent
- Prefer Bachelor's degree in accounting or related field
- Prefer municipal or other relevant governmental or administrative experience.

### **Knowledge of:**

- Current office practices and equipment
- State and local laws regarding municipal government operations and land use.
- Basic mathematical principles
- Applicable software and data processing applications
- Business letter and report writing; filing and indexing procedures
- Correct English usage, spelling, grammar and punctuation
- Accounting principles
- Knowledge of Treasurer's responsibilities for a municipality

### **Ability to:**

- Take responsibility and use good judgment in recognizing scope of authority
- Ability to operate standard office equipment (photocopies, telephone, typewriter, facsimile machine, 10-key adding machine, and computers)
- Interpret and follow oral and written instructions with attentiveness to detail.
- Utilize applicable software and data processing applications
- Courteously respond to requests and inquiries from the general public and staff.
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work.
- Pass a background check
- Pass a drug screen test

## **LICENSE OR CERTIFICATE REQUIREMENTS**

- A valid Utah State driver's license and a good driving record

**Class specifications are intended to present an illustrative description of the range of duties, the scope of responsibility and the required level of knowledge, skills and abilities necessary to describe the primary functions**

**of the job. Specifications are not intended to reflect all duties performed by employees in each position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the City Council as the needs of the employer and requirements of the job change.**

FLSA status: Non-exempt