

**CITY OF CEDAR SPRINGS  
JOB DESCRIPTION**

**DEPUTY CLERK**

**Position Summary:** Provides front office support and completes related customer service and administrative support activities related to City Clerk functions.

**Reports to:** City Clerk

**Supervises:** No supervisory responsibility

**ESSENTIAL JOB FUNCTIONS:**

An employee in this position is required to perform the following essential functions with or without reasonable accommodation. These examples are not an exhaustive list of the duties which the employee may be expected to perform.

1. Answers phones and directs calls to appropriate department and personnel. Assists customers by phone, providing information according to established procedure.
2. Assists customers in person at the counter. Directs to the appropriate department and personnel and provides information according to established procedure.
3. Receives payments, balances cash register and makes deposits.
4. Maintains registered voter files and updates Qualified Voter File (QVF.)
5. Assists with election administration and, in the City Clerk's absence or as assigned, administers elections. Processes absentee voter applications and absentee ballots, sets up polling places, schedules and coordinates volunteers, prepares voter lists and poll books, reports results and completes post-election duties.
6. Assists with preparing council, commission and other meeting packets and posts public notices.
7. Prepares cemetery deeds, receives payments and enters in book.
8. Responds to general requests for information and processes Freedom of Information Act (FOIA) requests according to established procedures. Prepares documents for dissemination, invoices and receives related fees.
9. Picks up, sorts, processes and distributes mail.
10. In the City Clerk's absence or as assigned, attends public meetings and prepares minutes.

11. Prepares correspondence related to zoning enforcement and provides general clerical and administrative support to the City Clerk and others as assigned.
12. Assists customers with community building rental. Provides appropriate paperwork and collects deposits and fees.
13. Performs other duties as assigned.

**MINIMUM QUALIFICATIONS AND REQUIRED KNOWLEDGE, SKILLS, ABILITIES:**

The requirements listed below are representative of the minimum qualifications, knowledge, skills, and abilities required to successfully perform the essential functions of the position.

Requirements include the following:

- A high school diploma or the equivalent with some additional training in word processing, office administration or a related field preferred.
- Previous experience in an office setting, preferably in a municipal setting, is preferred.
- Knowledge of the laws, ordinances and other regulations pertaining to elections and voter registration.
- Knowledge of City services, organizational structure and general operations to effectively direct and assist the public.
- Skill in taking minutes and maintaining accurate records.
- Skill in the use of office equipment, including computers and related software spreadsheets, word processing and QVF systems.
- Ability to coordinate multiple tasks and maintain attention to detail.
- Ability to enter data and complete word processing with speed and accuracy.
- Ability to establish and maintain effective working relationships and use good judgment, initiative and resourcefulness when dealing with the public and co-workers.

**Physical Requirements and Work Environment:**

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

An employee in this position spends the majority of their time in an office setting with a controlled climate where they sit and work on a computer for extended periods of time, communicate by telephone or in person, and move around the office to assist customers and complete other administrative duties.