

## **TOWN OF SIMLA JOB DESCRIPTION**

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Job Title: Deputy Clerk/Utility Clerk  
Department: Administration  
Reports to: Town Clerk  
FLSA Status: Non-Exempt  
Benefits: Paid Time Off, Sick Leave, Health, Life, Dental, Vision, and Retirement  
Work Schedule: 32 hours, 4 days a week  
Salary Range: \$20.00 – \$22.00 per hour

### **SUMMARY**

The Deputy Clerk must be an industrious, self-motivated individual performing a variety of technical and clerical duties. This position involves extensive public contact, necessitating excellent communication, interpersonal skills, customer service, independent judgment, and professionalism. The Deputy Clerk works under the direct supervision of the Town Clerk. The Deputy Clerk must exhibit a continued desire to improve and enhance personal performance through continued training and education.

### **ESSENTIAL DUTIES and RESPONSIBILITIES:**

Including but not limited to:

#### **Deputy Clerk:**

- Performs a variety of personal contact in person and via phone with the public, Board, governmental agencies, and employees, which includes answering questions, providing information, forms and resolving routine complaints.
- Receipts all monies for all funds and prepares daily bank deposits. Balances of receipts to deposits.
- Forward reports to the Town Clerk for checks and balances of receipts and deposits.
- Retrieves mail from the Post Office, date stamps, and distributes it to departments.
- Performs Clerk's duties in the Clerk's absence or inability to serve.
- With supervision, assists in maintaining records and researching town records as assigned.
- Assists the Election Official in all aspects of the elections.
- Posts agendas and notices when assigned by the Town Clerk. Assists in the preparation and distribution of packets for Board Meetings. Attends Board meetings as needed.
- Assists in issuing licenses and permits such as dog licenses and building permits.
- Performs all duties assigned by the Town Clerk.
- Assists in purging records in accordance with the Town's record retention schedule.
- Assists the Summer Recreation Director with summer program including copying forms, and balancing monies weekly during the seasonal program.
- Trains in all aspects of Town Clerk's duties and act as back up when Clerk is absent.
- Assists in cleaning the Town Office.

#### **Utility Clerk:**

- Assist customers with inquiries about utility accounts, billing, and service options.
- Process service requests such as starting, stopping, or transferring utility services
- Handle complaints and resolve issues related to billing or service interruptions.
- Prepare and send utility bills to customers
- Receive and process payments (cash, check, electronic) for utility services
- Post payments to customers' accounts and reconcile daily transactions
- Set up new customer accounts and update existing account information.

- Monitor delinquent accounts and assist with collections or payment arrangements.
- Generate reports on account status and billing activity.
- Maintain accurate records of utility usage, payments, and service requests.
- Enter data into utility management software systems.
- Prepare correspondence, notices, and other documents related to utility services.
- Ensure compliance with municipal policies.
- Coordinate with field crews for service connections, disconnections, and repairs.

**Court Clerk:**

- Maintain Court Records: Organize, file, and safeguard official court documents, case files, and legal records.
- Prepare Dockets & Calendars
- Process Legal Documents
- Data Entry: Enter case information into court management systems.
- Assist Judges During Proceedings: Provide case files, and record court actions.
- Record Proceedings: Take minutes or ensure accurate documentation of hearings.
- Answer questions about court procedures, case status, and filing requirements.
- Issue Legal Documents
- Process payments for filing fees, court costs, and penalties.
- Track transactions and prepare reports.
- Ensure all actions comply with laws, regulations, and court policies.
- Maintain confidentiality of sensitive information.

**Cemetery:**

- Maintain accurate records of burials, plot ownership, and cemetery maps.
- Process applications for burial plots and issue deeds or certificates of ownership.
- Update and manage cemetery databases and physical files.
- Assist families with plot selection and provide information on cemetery policies.
- Respond to inquiries about burial records, plot availability, and fees.
- Coordinate with funeral homes and families for scheduling burials.
- Collect and process payments for plots, interment fees, and other services.
- Maintain financial records and reconcile accounts related to cemetery operations.
- Ensure compliance with local and state regulations regarding burials and cemetery maintenance.
- Prepare official documents such as permits, deeds, and interment authorizations.
- Work with maintenance staff to schedule grave openings and closings.
- Maintain updated maps showing available and occupied plots.

**REQUIRED KNOWLEDGE, QUALITIES, SKILLS AND ABILITIES**

- Possess a high degree of ethics, integrity, and where needed confidentiality. Has the ability to be innovative and creative in an often changing and challenging environment.
- Possess communication skills, both verbal and written. Able to create, develop and evaluate a wide variety of written communications including proper grammar, punctuation, and spelling.
- Strong self-starter with ability to understand both written and verbal instructions and to work under both close, general or no supervision, depending on the nature of the assignments. High sense of responsibility and proven dependability.
- Capable of producing quality work despite frequent interruptions. Perform varied administrative

- tasks; determine relative importance of each, set deadlines, and complete projects accordingly.
- Learn job-related material primarily through oral instruction and observation. This learning takes place mainly in an on-the-job training setting.
  - Thorough knowledge of office practices.
  - Possess a valid Colorado Driver's License.
  - Adheres to all of the Town's Safety and loss control guidelines.
  - Demonstrates knowledge of word processing at sufficient level of skill to accurately complete a heavy workload in a timely manner. Knowledge of networked computer functions, including
  - Internet and e-mail sites. Knowledge of experience in the use of spreadsheets and databases.
  - Ability to operate recording software, copiers, fax machines, printers, scanners, and adding machines.

**PHYSICAL REQUIREMENTS:**

- Ability to conduct activities involving walking, and frequent standing and sitting.
- Ability to lift or carry items up to 25 pounds that include records, paper boxes, mail, files, and maps. May require moderate lifting up to 45 pounds under some circumstances.
- Ability to conduct activities involving climbing, balancing, stooping, kneeling/bending, crouching, crawling, twisting, and reaching on a limited basis.
- Ability to use a computer for prolonged periods.
- Occasional work after normal work hours to attend meetings.

**EXPERIENCE AND TRAINING**

- High School diploma or GED equivalent.
- Knowledge and skills in accounting.
- Municipal government and/or accounting experience are highly desirable.
- Knowledge of Municipal and State Laws is helpful.

**The Town of Simla is an Equal Opportunity Employer.**

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I hereby acknowledge receipt of this job description

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Date

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Town of Simla Representative