

CITY OF BRIDGEPORT

TITLE: DEPUTY CLERK JOB DESCRIPTION

JANUARY 2022

SUMMARY:

Performs a variety of administrative, professional and supervisory work in maintaining official records, providing administrative support to technical and professional staff, receiving the public, providing customer assistance, data processing, and assisting in the administration of the standard operating policies and procedures of the City.

SCOPE OF RESPONSIBILITY:

The employee will be working under the Clerk/Treasurer. Specific jobs and regular recurring duties are carried out with relative independence depending upon familiarity of the job. Supervision is available from the Clerk/Treasurer to resolve initial problems or to explain new material and precedent matters.

Knowledge of office equipment and practice, procedures, verbal ability and clerical aptitude necessary. Ability to keep accurate and legible records, type accurately, use calculator, copy machines, computer and maintain a courteous, cooperative relationship with public and co-workers. Ability to remain flexible.

TYPICAL DUTIES:

Responsible for reception duties, answering and directing phone calls, taking messages; greeting the public, answering or directing inquires.

Accept utility service money giving change as required, prepare copies for the public and accept other municipal fees when necessary.

Responsible for all utility billing; regular and delinquent charges, maintenance of accounts, billing changes, shut off/turn on, and meter reports.

Attend regular, special, or committee meetings of the City Planning Commission. Perform an accurate recording of the proceedings, including the preparation of the written minutes. Prepare, distribute, and advertise meeting agendas, materials, and minutes as needed. Attend City Council meetings as needed.

Perform administrative assistant duties, take notes, prepare final documents from notes, ability to speak and write clearly, ability to communicate ideas clearly, expressed desire for public contact.

Issue dog and other licenses and permits.

Manage Cemetery records, assist customers with plot purchases and burials. Coordinate with staff, customer, and Funeral Home arrangements for burial information and headstone placements.

Share account reconciliation, daily banking duties, mail pick up and distribution.

Supplies; purchase and maintain acceptable levels.

Maintain records filing system, including retention and disposal when necessary.

Administer the SEPA and NEPA process coordinating with staff and all other agencies. Making sure all legal notifications are properly executed.

Building Permitting; facilitate the process for customers seeking a building permit. Relay to all customers building specifications and/or zoning information as needed.

Coordinate and facilitate all paperwork, grant, and legal notifications for the Volunteer Fire EMS Department and Swimming Pool staff.

Attend seminars and workshops related to this position.

OTHER:

Work within established guidelines, policies and procedures.

Ethical, responsible, and self-motivated person.

Regular and punctual attendance is an essential function.

Involves attendance at evening meetings.

All other duties that may be assigned.

QUALIFICATIONS:

Graduation from high school, vocational school or equivalent; including or supplemented by courses in typing, filing, and office equipment and office procedures. Proficiency in computer knowledge is required including Office Suite.

Must be bondable.

Knowledge of the Spanish language, but not required.

The City of Bridgeport is an Equal Opportunity Employer and assures equal employment opportunity based on ability and fitness to all persons regardless of race, creed, or presence or any sensory, mental or physical handicap.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, equalize peak work periods or otherwise to balance the workload.

COMPENSATION & BENEFITS:

Hourly wage starts \$19.04 or DOE

Medical, Dental, Vision, & Life Insurance

Public Employees Retirement System (PERS)

Vacation & Sick Leave

11 Paid Holidays Plus Floating Holiday

ACKNOWLEDGEMENT:

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description nor by the completion of any requirement of the job by the employee is intended to create a contract of employment of any type.

Signature: _____

Date: _____

CITY OF BRIDGEPORT APPLICATION FOR EMPLOYMENT

THE CITY OF BRIDGEPORT IS AN EQUAL OPPORTUNITY EMPLOYER

1206 Columbia Ave • PO Box 640, Bridgeport, WA 98813

Phone: 509-686-4041 Fax: 509-232-3370

PERSONAL INFORMATION

NAME				
LAST	FIRST	MIDDLE		
PRESENT ADDRESS				
STREET	CITY	STATE	ZIP	
MAILING ADDRESS				
STREET / PO BOX	CITY	STATE	ZIP	
PHONE NO.		CELL NO.		
E-MAIL		ARE YOU 18 YEARS OR OLDER?		YES / NO
ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED IN THIS COUNTRY BECAUSE OF VISA OR IMMIGRATION STATUS?				YES / NO

EMPLOYMENT DESIRED

POSITION	START DATE	SALARY DESIRED
ARE YOU EMPLOYED NOW?	IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER?	YES / NO
EVER APPLIED WITH THE CITY BEFORE?	DEPARTMENT	DATE

REFERRED BY:

EDUCATION	NAME AND LOCATION OF SCHOOL	*NO. OF YEARS ATTENDED	*DID YOU GRADUATE?	SUBJECTS STUDIED
GRAMMAR SCHOOL				
HIGH SCHOOL				
COLLEGE				
TRADE, BUS. OR CORRESPONDENCE SCHOOL				

GENERAL

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK

SPECIAL SKILLS

ACTIVITIES (CIVIC, ATHLETIC, ETC):

EXCLUDE ORGANIZATIONS, THE NAME OF WHICH INDICATES THE RACE, CREED, SEX, AGE, MARITAL STATUS, COLOR OR NATION OF ORIGIN OF ITS MEMBERS.

U.S. MILITARY OR NAVAL SERVICE? YES / NO PRESENT MEMBERSHIP IN NATIONAL GUARD OR RESERVES: YES / NO

RANK: _____

*THIS FORM HAS BEEN REVISED TO COMPLY WITH THE PROVISIONS OF THE AMERICANS WITH DISABILITIES ACT AND THE FINAL REGULATIONS AND INTERPRETIVE GUIDANCE PROMULGATED BY THE EEOC ON JULY 26, 1991.

FORMER EMPLOYERS

(LIST BELOW LAST THREE EMPLOYERS, STARTING WITH THE MOST RECENT FIRST.)

DATE		NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM	TO				
FROM					
TO					
FROM					
TO					
FROM					
TO					

WHICH OF THESE JOBS DID YOU LIKE BEST?

WHAT DID YOU LIKE MOST ABOUT THIS JOB?

REFERENCES

(NAME THREE PERSONS, NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.)

NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED

EMERGENCY CONTACT

NAME

ADDRESS

PHONE NO.

I CERTIFY THAT ALL OF THE INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE, AND I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE DISCOVERED, MY APPLICATION MAY BE REJECTED AND, IF I AM EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME.

IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE CITY'S RULES AND REGULATIONS, AND I AGREE THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME, AT EITHER MY OR THE CITY'S OPTION. I ALSO UNDERSTAND AND AGREE THAT THE TERMS AND CONDITIONS OF MY EMPLOYMENT MAY BE CHANGED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME BY THE CITY. I UNDERSTAND THAT NO CITY REPRESENTATIVE, OTHER THAN ITS MAYOR, AND THEN ONLY WHEN IN WRITING AND SIGNED BY THE MAYOR, HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIC PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING.

SIGNATURE _____

DATE _____

DO NOT WRITE IN SHADED AREA

INTERVIEWED BY

DATE

REMARKS:

NEATNESS

ABILITY

HIRED: Yes No

POSITION

DEPT.

SALARY/WAGE

DATE REPORTING TO WORK

APPROVED: 1

2

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EMPLOYMENT MANAGER

DEPT. HEAD

GENERAL MANAGER