

**Organization:** City of Barre, VT, USA  
**Position Title:** Clerk/Bookkeeper (Assistant City Treasurer)  
**Supervisor:** City Clerk

Salary: Set by the Collective Bargaining Agreement between the City of Barre and United Steelworkers local#4

**Summary/Objective**

Under the direction and supervision of the Department Head, performs responsible clerical and administrative work. Works with considerable independent judgment and requires a high level of attention to detail. Interacts with both staff and the general public.

**Essential Functions**

Reasonable accommodations may be made to enable individuals to meet the following:

1. Maintains records for one or more departments.
2. Greet visitors, respond to or refer questions, answers and screen telephone calls, schedule and arrange conference calls. Read, route, and respond to incoming and outgoing mail and correspondence, including e-mail and faxes.
3. Provides information with respect to ordinances, rules, and regulations.
4. Exercises responsible judgment and makes decisions within established precedents, standards, and departmental policies.
5. Bills, collects, and deposits funds. Assigns account numbers for accounts payable as directed by department supervisor. Pays bills and makes monthly reports.
6. Operates all office equipment.
7. Perform moderate to complex administrative support duties to include composing and typing routine correspondence. Conduct research, compile and type statistical reports, and verify accuracy as required. Organize and maintain routine and confidential files, correspondence and other records.
8. At the direction of the Department (Office) Supervisor, may record land records, vital statistics, ordinances, appointments, issue licenses and burial permits. Process tax liens and adoption certificates. Assist in maintenance of voter checklist. May receive and deposit funds. Reconcile bank statements. Performs other normal functions of operation of a municipal office, as directed by Department (Office) Supervisor.
9. May manage cash drawers and cash register. Processes and receives any fines, permit fees, or revenues from any source, including, but not limited to, parking permits, parking tickets, taxes, water/sewer payments, and permit fees.
10. Processes mail. Assists departments, other than those normally assigned to, with any of the duties necessary for efficient operation, as assigned by the Department (Office) Supervisor, or the City Manager.

11. Share in the following office tasks: telephone coverage and walk-in traffic; opening, sorting, and routing incoming correspondence and e-mail; filing; preparing mail for posting.  
Coordinate and arrange meetings, prepare agendas and materials, reserve and prepare facilities, and record and transcribe minutes of meetings.
12. Authors and types general correspondence, reports, and other forms as required; files and retrieves documents.
13. Responds to requests for information; provides research from files, minutes, City Code, and a variety of source material; and follows City Public Records Request policy in responding to and tracking public records requests.
14. Performs other duties as required.

### **Special Duties of Position**

1. Administers sections of the City Code and Administrative Policies and Procedures Manual, and Vermont State Statutes as they relate to the City Treasurer function including, but not limited to: city boards, special events permitting process, liquor licenses, business and animal licensing, wedding licenses, elections, records management and public records requests.
2. Assists with the management and retention of public records per City policy and State of Vermont requirements; prepares records for electronic imaging.
3. In the absence of the City Treasurer, attests by signing all legal papers such as agreements, check warrants and checks; records same in various files; furnishes certified copies of records as needed.
4. Prepares daily cash reports and daily bank deposits. Makes deposits at bank(s).
5. Attends meetings in the absence of the City Treasurer.
6. Interfaces with on-line banking for electronic reporting and payments.
7. Develops procedures for routine tasks in City Clerk's office.

### **Necessary Knowledge, Skills and Abilities:**

1. Knowledge of modern office equipment (*Printers, Copiers, Scanners, faxes etc.*), practices and procedures.
2. Ability to communicate clearly in English, both orally and in writing.
3. Ability to deal courteously and tactfully with the public.
4. Ability to make minor decisions in accordance with laws, ordinances, regulations, and established policies and procedures.
5. Skill in maintaining high standards of accuracy in exercising duties and responsibilities.
6. Ability to use Microsoft Word, Excel, and other similar programs.
7. Ability to operate fax, computer, calculator, printer, copier, and telephone.
8. Ability to work regularly scheduled hours; and occasional evening and weekend hours.
9. Ability to speak in a public setting.

## Special Skills for this position

1. Knowledge of municipal codes and ordinances.
2. Ability to handle money with accuracy and responsibility
3. Knowledge of Federal and State laws relating to public records, and electronic imaging and indexing of public records.

## Competencies

- 1) **Human Relations Skills** – Ability to maintain composure and civil demeanor under stressful situations when dealing with irate resident or public input and complaints
- 2) **Team Work** – Ability to work with the management team (Department Heads), peers and all city staff in a cooperative and collaborative manner to successfully accomplish individual or interoffice tasks, goals and objectives and the City’s public service mission.
- 3) **Active Listening** – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- 4) **Reading Comprehension** – Understanding written sentences and paragraphs in work related documents.
- 5) **Time Management** – Managing one's own time to effectively accomplish the position tasks.
- 6) **Speaking** – Talking to others to convey information effectively.
- 7) **Writing** – Communicating professionally and effectively in writing as appropriate for the needs of the audience.
- 8) **Critical Thinking** – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- 9) **Active Learning** – Understanding the implications of new information for both current and future problem-solving and decision-making.
- 10) **Coordination** – Adjusting actions in relation to others' actions.
- 11) **Service Orientation** – Actively looking for ways to help people.
- 12) **Discretion** – Ability to maintain confidences.
- 13) **Coordination** – Ability to cooperate with staff from multiple departments to complete interdepartmental projects.

## Required Education and Experience

1. **High School Diploma** or equivalent.
2. **Clerical** -- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, note taking, designing forms, and other office procedures and terminology.
3. **English Language** -- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

4. **Customer and Personal Service** -- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
5. **Computers and Electronics** – Knowledge of and proficiency with Microsoft Office suite to include: Word, Excel and Power Point and Outlook. Some HTML knowledge preferred. Ability to conduct internet research and assemble data.
6. **Preferred Education and Experience**  
Additional relevant vocational course work. Two years’ office/administrative support experience

**Additional Eligibility Qualifications**

None required for this position.

**Work Authorization/Security Clearance (if applicable)**

- Must be authorized to legally work in the United States
- Must possess a valid State Driver’s License in good standing
- Must be able to get to and from work on a consistent basis

**Supervisory Responsibility**

This position has no supervisory responsibility.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

<b>PHYSICAL ACTIVITY REQUIREMENTS</b>	
<ol style="list-style-type: none"> <li>1. Ability to hear, speak and understand conversation in English in various tones of voice.</li> <li>2. Ability to see and read letters, numbers, words, characters, or symbols which are both average and large, as well as identify colors.</li> <li>3. Ability to print and draw letters, numbers, words, characters, and symbols which are legible and understood by others.</li> <li>4. Ability to type on a computer keyboard, cash register, typewriter, telephone, adding machine, and other office equipment.</li> <li>5. Ability to learn complex tasks and remember how to complete tasks without assistance once trained.</li> <li>6. Ability to operate motor vehicle.</li> <li>7. Ability to work under pressure/stress with extreme accuracy.</li> </ol>	
<b>Primary Physical Requirements</b>	<b>Other Physical Requirements</b>

<b>Lift up to 10 lbs.:</b>	Performed regularly	<b>Twisting:</b>	Occasionally performed
<b>Lift 11 to 25 lbs.:</b>	Performed frequently	<b>Bending:</b>	Performed frequently
<b>Lift 26 to 50 lbs.:</b>	Occasionally performed	<b>Crawling:</b>	Occasionally performed
<b>Lift over 50 lbs.:</b>	N/A	<b>Squatting:</b>	Occasionally performed
		<b>Kneeling:</b>	Occasionally performed
<b>Carry up to 10 lbs.:</b>	Performed frequently	<b>Crouching:</b>	NA
<b>Carry 11 to 25 lbs.:</b>	Performed frequently	<b>Climbing:</b>	Occasionally performed
<b>Carry 25 to 50 lbs.:</b>	Occasionally performed	<b>Balancing:</b>	Occasionally performed
<b>Carry over 50 lbs.:</b>	N/A	<b>Work Surfaces</b>	
<b>Reach above shoulder height:</b>	Occasionally performed		
<b>Reach at shoulder height:</b>	Performed frequently	<b>In Avg. 8 hour Day Employee is Required to:</b>	
<b>Reach below shoulder height:</b>	Performed frequently	<b>Sit</b>	
		<b>Consecutive Hrs.</b>	1 2 3 4 5 6 7 8
<b>Push/Pull:</b>	Performed frequently	<b>Total Hrs.</b>	1 2 3 4 5 6 7 8
<b>Hand Manipulation</b>		<b>Stand</b>	
<b>Grasping:</b>	Performed frequently	<b>Consecutive Hrs.</b>	1 2 3 4 5 6 7 8
<b>Handling:</b>	Performed frequently	<b>Total Hrs.</b>	1 2 3 4 5 6 7 8
<b>Torquing:</b>	Occasionally performed	<b>Walk</b>	
<b>Fingering:</b>	Performed frequently	<b>Consecutive Hrs.</b>	1 2 3 4 5 6 7 8
		<b>Total Hrs.</b>	1 2 3 4 5 6 7 8

## Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

While performing the duties of this job, the employee regularly works in an office environment. The noise level in the work environment is usually moderate to loud.

## Position Type/Expected Hours of Work

This position is classified as non-exempt full-time. Standard days and hours of work are Monday through Friday, 7:30a.m. To 4:30 p.m., with a one hour lunch break. However, the position requires the ability to work during non-standard hours when the need arises.

## **Travel**

Local travel may be required for training or meetings

## **Additional Eligibility Qualifications**

None required for this position.

## **Work Authorization/Security Clearance (if applicable)**

Must be authorized to legally work in the United States  
Must not have any felony convictions for financial crimes.

## **AAP/EEO Statement**

City of Barre provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, City of Barre complies with applicable state and local laws governing nondiscrimination in employment in every location in which the City has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

City of Barre expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of City of Barre's employees to perform their job duties may result in discipline up to and including discharge.

## **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

## **Signatures**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

HR \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_