



**City Hall
118 Orchard Street
Morenci, MI 49256
(517) 458-6828**

Job Description

Position: Chief Deputy Clerk / Office Assistant

Summary

This position performs in the role as a backup to the City Administrator / Clerk, in addition to being expected to perform the responsibilities and duties of office assistant.

Supervision Received

Work is performed under the general supervision of the City Administrator / Clerk. The City Administrator / Clerk will deputize this employee to act in certain capacities in his / her absence.

Responsibilities and Duties

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

1. Administration of the oaths of office in City Administrator / Clerk's absence.
2. Assist the City Administrator / Clerk in the operations involved in the preparation of school, city, state and federal elections, registration of voters and other related election tasks. Oversee elections in City Administrator / Clerk's absence.
3. Assist City Treasurer / Utility Clerk with daily deposit when called upon.
4. Assist City Treasurer / Utility Clerk with the operations of Utility Billing and water turn-ons / shut-offs.
5. Cash receipt dog licenses, water bills, and other accounts receivable as seen fit.
6. Compose and type correspondence, records, and reports when asked.
7. Establish and maintain effective working relationships with other city team members.
8. Provide backup assistance in city offices as needed.

9. Present a pleasant, caring and professional persona during all interactions with the citizens of Morenci.
10. Record and follow up on various citizen complaints.
11. Understand and carry out oral and written instructions

Employment Qualifications

1. High school graduate, some college preferred.
2. Two years or more office experience also preferred.

Approved: May 18, 2015 by Morenci City Council