

Deputy Clerk
Town of Waterloo, IN

Looking for a positive, energetic person who enjoys working in a small office environment and interacting with people by phone, e-mail and in person.

Job Duties:

- Greet customers, answer questions and process utility payments.
- Assist the Town of Waterloo Clerk-Treasurer with administering the recordkeeping of all Town Council records, including proceedings, ordinances, and resolutions.
- Help Clerk-Treasurer with agendas for Town Council meetings and prepare necessary supporting documents, including legal and financial records, for Council members.
- Attend Town Council meetings in the absence of the Town Clerk and record accurate meeting minutes, votes, and related records.
- Assist department superintendents or employees as needed
- Prepare monthly reports, send notices, pay bills and other administrative tasks
- Maintain databases of municipal board memberships, Town Council ordinances, laws, resolutions, bills, financial actions and related information.
- Maintain Town Council and other records as required by federal, state and local laws and office policies; certify those documents for the public when requested as necessary.
- Assist with development of policies and procedures for the functions of the Town Clerk office.
- May have light office cleaning and maintenance duties

Qualifications:

- Completion of a high school diploma required; completion of a two-year Business Administration program preferred.
- Five years experience in a secretarial or office role required.
- An equivalent combination of education and experience necessary to perform the essential job functions is acceptable.
- Ability to multi-task or complete tasks despite interruptions
- Notary Public helpful.

Necessary skills:

- Good customer service skills essential.
- Must be proficient with Microsoft Outlook, Word, Excel Spreadsheets and other computer skills
- Familiarity with municipal administrative and legislative procedures.
- Understanding of basic principles of business administration, English grammar, and mathematics.
- Ability to operate basic office equipment such as a copier machine and facsimile.
- Strong oral and written communication skills to draft necessary reports and complete correspondence.

\$11.50/hr, full-time, Mon-Fri 8:30am-4:30pm with benefits including health care

Resumes may be mailed to:

Waterloo Town Hall
ATTN: Renata Ford
280 S. Wayne Street
Waterloo, IN 46793

Posted: for January 2, 2017 until filled

The Town of Waterloo is an equal opportunity employer. It is the Town's policy to treat all employees and applicants for employment equally according to their individual qualifications, ability, experience and other employment standards. The Town does not discriminate on the basis of race, sex, color, ancestry, national origin, citizenship status, religion, disability, age, marital status, sexual orientation, number of dependents, gender identity, veteran status, housing status or any other legally protected classification. This policy of non-discrimination applies to all terms and conditions of employment, including, but not limited to, recruiting, hiring, promotion, training, compensation and discharge. It is equally the policy of the Town to comply with all applicable federal, state and local laws governing employment.