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, 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.

•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

•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.

$11.49/hr, Part-time 26 hours /week , hours vary Mon-Fri 8:30am-4:30pm

Resumes may be mailed to: Email:

Waterloo Town Hall clerktreasurer@waterlooin.gov

ATTN: Renee Duszynski

280 S. Wayne Street

Waterloo, IN 46793

Posted: until filled

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