

Job Title: Deputy Auditor/Clerk of Court	Reports to: City Auditor
Department: Finance Department	Job Grade: Exempt
Revision Date: June 5, 2025	Fair Labor Standards Act (FLSA)

### **Position Summary**

The Deputy Auditor performs a variety of accounting, payroll, water billing, secretarial, and clerical work of moderate exercise of independent judgement. Performs certain functions of the City Auditor in his/her absence and aids in the handling of functions designated by the City Auditor by performing the following duties.

### **Essential Functions of the Job:**

#### GENERAL FUNCTIONS

- Communicate with customers, employees, and other individuals to answer questions, explain information, take orders and address complaints
- Answer telephones, direct calls and take messages
- Compile, copy, sort, and file records of business transactions and other activities
- Operate office machines
- Maintain and update filing, mailing, and database systems, either manually or using a computer
- Open, sort, and route incoming mail, answer correspondence, and prepare outgoing mail
- Review files, records, and other documents to obtain information to respond to requests
- Record retention and destruction according to approved schedule
- Create and proofread correspondence, reports, and forms as necessary
- Review and completes various applications
- Cable TV access notices updates.

#### FINANCIAL & ACCOUNTING FUNCTIONS

(all accounting is to comply with GASB 34)

- Utility Billing Process
  - Maintain customer accounts
  - Collect, count, and disburse payments
  - Required banking functions
  - Prepare and mail monthly statements
  - Maintain accurate delinquent records
- Assist City Auditor with daily functions including but not limited to:
  - Accounts Payable
  - Accounts Receivable
  - Banking and Investing Procedures
  - Monthly/Quarterly/Annual financial reports as required
  - Service and rental billing
  - Assessments
  - Preparation of annual budget
- Invoicing

### DEPARTMENTAL FUNCTIONS

- Financial
  - Assume responsibilities when directed to by City Auditor or City Manager (see City Auditor Job Functions)
- Personnel  
(Duties when City Auditor is unable to perform)
  - Payroll for all departments (Calculates employee wages from time cards and prepares checks for payment of wages. )
  - Reviews timekeeping records for accuracy.
  - Tracking sick leave, and annual leave
  - Monthly/Quarterly/Annual reports as required
  - Administer and update employee benefits
- Public Works
  - Sort and route incoming mail
  - Assist with applications, inspections, and reports as required
  - Assist Superintendent with required testing and readings as needed
  - Sort and file records
  - Record retention and destruction
  - Any other tasks as requested by Superintendent and approved by City Auditor
- Public Safety
  - Assist with preparation of dockets, warrants, and keeping all case files up to date.
  - Sort and file records
  - Record retention and destruction
  - Any other office tasks requested by Chief of Police and approved by City Auditor

### CUSTOMER SERVICE FUNCTIONS

- Research any records and city policies as requested
- Provide copies of records as requested
- Notarize documents
- Complete cemetery deeds
- Eller Room scheduling
- Assist appraisers, lending institutions, and individuals with legal descriptions and property information
- Complaint resolution

Assist with application and know procedures for the following:

- Pet licensing
- Building permits
- Zoning variances and changes
- Abatements
- Game of Chance
- Beer and liquor licensing
- Special Event permits
- Other city licensing and permit applications

### CITY COUNCIL FUNCTIONS

- Act as City Auditor and assume responsibilities in the absence of the City Auditor or when directed by the City Manager (see City Auditor Job Functions)

Any other duties as assigned by City Manager

### **Requirements**

- **Language Skills:** Ability to read, analyze and interpret common legal documents, rules and regulations. Ability to respond to common inquiries or complaints from employees and customers, or members of the community. Ability to effectively present information to the City Council, officers and employee groups.
- **Mathematical Skills:** Ability to apply mathematical skills as they apply to accounts payable and receivable. Knowledge of computer programs to create spreadsheets.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving request for service.
- **Ability to establish and maintain effective working relationships** with supervisors, other departments, employees, officials, and the public. Ability to communicate effectively verbally and in writing; ability to plan, organize and supervise clerical workers and assigned staff; ability to multi-task, work under pressure and/or frequent interruptions; ability to work effectively with people.
- **Technological Skills:** Must be able to use a computer, spreadsheet, and data base programs, network communications and other software; 10-key calculator; telephone; copier; and fax machine.

### **Education/Experience**

- Graduation from high school or GED equivalent; required or Two (2) years of related experience; or Any equivalent combination of education and experience.
- Must have Valid ND drivers license.
- Must be able to travel to out of town meetings, with some overnight stays.

*NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.*

*Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.*

*All requirements are subject to modification to reasonably accommodate individuals with disabilities.*

*Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.*

*This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Mayor and City Council retains the discretion to add duties or change the duties of this position at any time.*