



Helper City



HELPER CITY DEPUTY RECORDER JOB DESCRIPTION

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Prepared By: Helper City Mayor	Approved By: Helper City Attorney
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POSITION OVERVIEW

Serves under the direct supervision of the City Recorder. The Deputy City Recorder utilizes best-practices and technologies, is a principal participant in the effective management, retention and retrieval of City records. The Deputy City Recorder is responsible to the Planning and Zoning Board which shall have equal and independent access for the services with respect to legislative functions including but not limited to the capture, preparation, maintenance and storage of the official minutes, records and actions taken by the Planning and Zoning Board. The Deputy City Recorder provides a primary role in the process of public notification including responsibility of providing the correct form of public notices, announcements and advertising.

SUPERVISION RECEIVED AND EXERCISED

The Deputy City Recorder receives job responsibilities as appointed by the City Recorder and Helper City Mayor.

ESSENTIAL AND IMPORTANT DUTIES

Duties may include, but are not limited to, the following:

1. Adheres to the strategic and technological direction for the Recorder's Office with regard to record management, storage, public notice and retrieval of information and records, with an emphasis on transparency and public access.
2. Responsible for recording, preparing and making available through various electronic media the minutes of Planning and Zoning meetings and other public meetings as required. Trains other City entities to record and prepare minutes such as the Library and Western Mining and Railroad Museum Boards, etc.
3. Responsible for the proper transcription of Planning and Zoning meeting minutes and postings to the City and State Websites.
4. Performs activities within the City Recorder's Office including but not limited to transcription, distribution and storage of minutes and associated records and notices from Planning and Zoning meetings and agendas; technological tracking and distribution of Board meeting minutes, proposed city ordinances and other documents.



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5. Oversees the publication of official notices.
6. Process utility and incoming payments. Accepts various payments and process through cash receipting.
7. Count and verify money deposits from library, museum and swimming pool and process through cash receipting.
8. Balance receipts for daily transactions in cash drawer – balance cash, checks and credit cards daily.
9. General office duties such as answering phones, assisting residents or customers with questions, concerns or needs.
10. Utility management – manages monthly utility billing entry, new customer accounts, customer terminations, late letters, shut off notices, extension and monthly statement mailing.
11. Maintains account information with City Sanitation on trash containers.
12. Utility maintenance – performs meter entry, account auditing, work orders and meter report follow up.
13. Works directly with Public Works Department on utility issues.
14. Business and animal licensing – mails business license notices, issues business and dog licenses and maintains records relating to licensing activity.
15. Send out updated business license information to Carbon County and update Helper Police department on dog licenses.
16. City building and Park rental – maintains records of building and park rentals. Creates yearly calendars for rentals and provides up to date information on rentals to the Public Works Department and building maintenance staff.
17. Serves as the back up to the City Recorder in their absence during City Council meetings.
18. Serves as the back up to the City Treasurer on daily bank deposits and takes deposits to bank in regulated time frame.
19. Acts as a resource to assist in resolution of problems.

MINIMUM QUALIFICATIONS

1. Two (2) years progressively responsible experience in the reporting, electronic filing and retrieval, distribution of legislative documents and decisions and provision of public notice.
2. Related experience and education may be substituted one for the other on a year for year basis.
3. Strong working knowledge of records maintenance and the legal requirements for the development, distribution and retention of official legislative documents.
4. Ability to establish and maintain effective working relationships with elected officials, department heads, employee and the general public.



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5. Ability to communicate orally and particularly in writing the actions of Planning and Zoning to other departments, the general public and all others who utilize the services of the Recorder's Office.
6. Demonstrated knowledge and ability related to the process of public notification including public notices, advertising and communication strategies.
7. Ability to identify and research best practices and trends for Municipal Recorders related to long term goals.
8. Possess skills related to flexibility and adaptability of processes in order to be a change agent in the implementation and advancement of procedures, methodologies, tools and technologies to streamline processes related to Municipal Recorders.

WORKING CONDITIONS

1. Light physical effort. Comfortable working positions. Handles light weights, intermittent sitting, standing and walking.
2. Considerable exposure to stress as a result of human behavior, frequent deadlines and the general demands of the job.

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 the job.

While performing the duties of the job, the employee is frequently required to sit, talk and hear. The employee is required to stand; walk, use of hands, operate objects, tools or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, crawl, run and utilizes senses of sight, hearing, taste and smell.

May be required to lift weight of up to 10 pounds. Must maintain the necessary mental and emotional capacities required for the successful performance of the duties and responsibilities of the position.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job.

Noise level will vary based on locations such as quiet in an office or moderately loud to loud when in the field.



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REASONABLE ACCOMODATIONS

Reasonable accommodations may be made in accordance with the Americans with Disabilities Act and the Employment and Housing Act.