

City of Hartford Job Description



Title: Deputy City Clerk and Administrative Assistant
FLSA Classification: Non-Exempt – Part Time
Department: Administration
Effective Date: August 5, 2023

Job Summary: The Deputy City Clerk and Administrative Assistant performs a variety of routine and complex clerical and administrative work in the administration of City government, requiring the ability to act in ethical and confidential manner. This position assists in maintaining accurate city files and public records and administering city-wide elections. The Deputy City Clerk performs the work of the City Clerk as delegated or directed in that official's absence. This person also performs other secretarial, clerical and customer service duties as directed. Additionally, this person performs aspects of elections, such as voter registration, publications, mailings, absentee ballots, election set up and any other duties as assigned.

Supervisory Structure: Reports to the City of Hartford's City Manager. Will directly work with and for the City Clerk and assist the City Treasurer as needed.

Essential Duties:

- Interact with citizens, vendors, and the public in person, via email, and by phone.
- Enter cash receipts into the appropriate software programs.
- Prepare daily bank deposits.
- Provide copies of public records under the direction of the City Clerk.
- Perform routine clerical and administrative duties.
- Prepare mailings for the City.
- Perform data processing using the City's database software.
- File and maintain the City's records management system as assigned.
- Assist with utility billing, maintaining the utility billing database and prepare associated mailings.
- Maintain the City's website and social media platform(s).
- Assist in preparing the City newsletter.
- Assist the City Clerk in the administration of elections and perform associated election duties.
- Ability to learn the State of Michigan Qualified Voter File and various specialized software programs.
- Attend evening City Council meetings to record minutes in the City Clerk's absence.
- Provide administrative support and back-up to other positions as needed.

Qualifications and Experience:

- High school diploma or equivalent. Preference provided to additional vocational training, an associate's degree in a related field, or work experience in an office/governmental setting.
- Minimum of one year of office experience with experience typing, word processing and data entry.
- Good written and oral communication skills.
- Ability to establish and maintain effective working relationships with employees, other departments, City officials and the public.

- Bi-lingual highly desired.

Physical Requirements:

Physical Mobility:	Ability to sit and stand for extended periods as well as climb stairs regularly.
Vision:	Ability to read instructions, directions and similar written information in letters, memos, engineering plans, forms, and other documents.
Hearing/Speaking:	Ability to converse orally via telephone, radio and personally to receive and communicate information to employees, local officials, the media, and the public.
Agility/Movement:	Ability to lift, push, pull and manipulate tools, equipment, supplies and other objects often weighing up to 30 pounds.

Disclaimer: This job description does not constitute an employment agreement between the City of Hartford and the employee and is subject to change by the City as its needs and requirements of the position change.