

**CLERK I
CITY OF ELLIS, KANSAS**

Department: Administration
Reports To: City Clerk

Position Type: Full-time
Retirement Plan: KPERS
This description last updated January 2006

**FLSA: Non-exempt
ADA: Applicable**

Position Summary

Under the supervision of the City Clerk, the Clerk I is a non-exempt position under FLSA which performs data entry, clerical duties, and supports the City Clerk in all activities. This employee is responsible for handling contacts from the public, entering accounts payable data into the city's computer system, preparing reports and assisting with citizen's inquiries. This employee should possess excellent organizational, public relation and communication skills. High attention to detail is a must. Applicant must demonstrate ability to qualify for fidelity bonding.

ESSENTIAL FUNCTIONS

- Answers incoming telephone calls;
- Assists the public with utility inquiries or concerns, or general city inquiries, and forwards calls to the appropriate personnel;
- Serves as Municipal Court Clerk;
- Collect utility payments and cash receipts;
- Assist citizens in applying for utility service or changes in existing service;
- Prepares and posts accounts payable vouchers and posts purchase orders;
- Prepares miscellaneous billings for non-utility receivables;
- Maintains accurate records of deaths and burials for Mount Hope Cemetery record book and database;
- Prepares city licenses and permits for approval by appropriate personnel;
- Accepts and forwards requests for building permits/inspections;
- Prepares reports for council;
- Other related clerical duties as deemed necessary or as required.

MARGINAL FUNCTIONS

- Performs clerical and receptionist duties;
- Prepares outgoing city mail and correspondence;
- Arranges utility payments for bank deposits;
- Balances money drawers at day's end;
- Performs backup duties on utility billing;
- Organizes incoming bills and statements and routes to appropriate personnel;
- Assists other departments as the need arises;
- Enter cash and utility receipts into financial software;
- Serves on various City Committees, as needed;
- Performs other duties as deemed necessary or assigned.

Clerk I
Position Requirements

Experience: One to three years of general office experience is preferred. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well after six months in the position.

Education: High school diploma or GED required.

Technical Skills: A thorough knowledge of accounting and a working knowledge of mathematics and computers are required. This employee must be able to operate computers, printers, calculators, telephone systems and other office equipment. The ability to prepare reports, memos, agendas and other documents, to interpret data, to understand and anticipate problems, and to read and interpret ordinances, financial statements and other written instructions is required. This employee should possess excellent public relation, organizational and oral and written communication skills. This employee must possess a high level of attention to detail.

Problem Solving: Frequent problem solving exists in this position. This employee encounters citizens concerns and complaints and must be able to prioritize.

Decision-Making: Frequent decision-making exists in the position. This employee makes decisions about prioritizing daily work assignments, resolving citizen concerns and complaints and performing daily duties in the most efficient manner.

Financial Accountability: This employee has the authority to purchase necessary supplies with approval of the City Clerk. Employee does not have budgetary control of the department and is not required to participate in the annual budget process.

Supervision: Supervision by the City Clerk and job-related decisions are reviewed. Employee does not have supervisory responsibility over subordinate personnel, but may direct the workload of the Clerk II position.

Personal Relations: Daily contact with general public, co-workers and supervisory personnel is expected. Frequent contact with the organization's elected or appointed officials and governing body is also expected.

Working Conditions: No adverse working conditions exist in this position. Working in an office setting with a computer is the primary aspect of this position. Any other certifications as deemed necessary by governing body/department head.

Communication/Confidentiality: The ability to express or exchange ideas by means of communication is important in this position. This employee must be able to convey and receive detailed or important instructions from other workers and the general public. Must maintain confidentiality of sensitive information.

Physical Requirements: May include extended periods of sitting, light lifting and data entry.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

EMPLOYEE BENEFITS**STANDARD**

UNIFORMS Provided to Public Works and Police Department, costs 100% paid by City. Partial reimbursement of cost of approved types of boot annually for Public Works and Police Department.

WORKMAN'S COMP Costs 100% paid by City

FICA Includes Social Security and Medicare. Employee's mandatory contribution is 7.65% City's mandatory contribution is 7.65%

WORKMAN'S COMP Costs 100% paid by City

UNEMPLOYMENT INSURANCE Costs 100% paid by City

HEALTH INSURANCE Includes major medical, dental, vision, prescription card. Premiums 100% paid by City

LIFE INSURANCE \$25,000 term life. Premiums 100% paid by City

KPERS RETIREMENT Employee's mandatory contribution is 6%. City's contribution is determined by State of Kansas annually.

KPERS BASIC LIFE INSURANCE Term life (value = 150% of current salary). Premiums 100% paid by City.

PAID LEAVE TIME

VACATION Earned according to a schedule prescribed by the City Council.

HOLIDAYS Currently eleven paid holidays, including employee's birthday.

MEDICAL Full-time employees earn paid medical leave for each full month of service.

PERSONAL Each calendar year full-time employees may use a portion of their earned Medical Leave for personal matters.

FUNERAL One to three days of funeral leave may be granted to full-time employees, based on the relationship to the employee.

CATASTROPHIC SICK LEAVE BANK Member employees who meet the catastrophic illness/injury eligibility requirements have access to a pool of voluntarily donated sick leave accrued by City employees.

BONUSES

LONGEVITY After two years of service, annual longevity pay given on employee's anniversary date according to a schedule prescribed by the City Council.

CHRISTMAS BONUS Annual Christmas Bonus *may* be awarded in December of each year as approved by the City Council.

SERVICE AWARD Given to employees based on their years of service as of October 1 of each year according to a schedule prescribed by the City Council

OPTIONAL

KPERS OPT LIFE INSURANCE Premiums 100% paid by employee.

DEFERRED COMP Tax deferral through salary contributions **KPERS 457** deferred comp plan.
Tax deferral through pre-tax payments of **AFLAC** premiums for various insurance and income supplement products.

**CITY OF ELLIS, KANSAS
EMPLOYMENT APPLICATION**

815 Jefferson Street
Ellis, Ks 67637
Phone 785.726.4812
Fax 785.726.4159

The City of Ellis is an EQUAL OPPORTUNITY EMPLOYER

(Please PRINT clearly)

NAME _____

ADDRESS _____

HOME PHONE _____ CELL PHONE _____ WORK PHONE _____

May we contact you at work? Yes No

PART TIME APPLICANTS are you 15 or over? Yes No
 16 or over? Yes No

FULL TIME APPLICANTS are you 18 or over? Yes No

POLICE APPLICANTS are you 21 or over? Yes No

POSITION(S) APPLIED FOR _____

WOULD YOU ACCEPT FULL TIME OR PART TIME WORK? _____

ON WHAT DATE WOULD YOU BE ELIGIBLE FOR WORK? _____

DRIVERS LICENSE NO. _____ STATE _____ EXPIRATION DATE _____

DO YOU HOLD COMMERCIAL DRIVERS LICENSE (CDL)? _____

ARE YOU ELIGIBLE TO OBTAIN A CDL LICENSE? _____

List any relatives currently employed by the City of Ellis

Name	Relationship	Department
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Education & Training

High School: _____ Location: _____

Graduated: Yes or No GED: Yes or No

College: _____ Location: _____

Major _____ Degree _____ Graduated: Y N

Trade or Technical School _____ Completed: Y N

Special Training & Skills

Please list additional training or skills or other information you feel may be helpful to us in considering your application.

Employment History

List the last three jobs you have held, beginning with the most recent.

Employer:		
Address:		
Phone:		
Job Title:		
Supervisor:		
Dates Employed:	from (mm/yy)	to (mm/yy)
May we contact?	Yes	No
Employment was?	Full Time	Part-time
List of job duties:		
Reason for leaving:		

Employer		
Address		
Phone		
Job Title		
Supervisor		
Dates Employed	from (mm/yy)	to (mm/yy)
May we contact?	Yes	No
Employment was?	Full Time	Part-time
List of job duties		
Reason for leaving		

Employer:
Address:
Phone:
Job Title:
Supervisor:
Dates Employed from (mm/yy) to (mm/yy)
May we contact? Yes No
Employment was? Full Time Part-time
List of job duties:
Reason for leaving:

Past Incidents

Have you pleaded guilty, no contest to, or have been convicted of 1) a felony, or 2) a lesser crime which involved theft, dishonesty or violence in the past seven (7) years?

If yes, describe the nature of the offense(s) and the county and state where convicted.

Have you had your driver’s license suspended or revoked within the past five (5) years?

If yes, list the state which suspended or revoke the license and the reason(s) for each suspension or revocation.

Have you been disciplined or fired by a previous employer in the past five (5) years?

If yes, why?

PERSONAL REFERENCES (Not Former Employers or Relatives)

NAME	ADDRESS	CITY/STATE	TELEPHONE

Please read carefully and sign below.

AUTHORIZATION

I hereby authorize the City of Ellis to investigate all statements made in this application, review my driving and criminal records, and to contact my previous employers. I understand that any false statements made herein may eliminate my application from employment consideration, or if discovered after hire, may result in my discharge from employment.

If hired, I will conform to the policies, rules and regulations of the City of Ellis, including, the residency requirements, for full time employees who must live within the 388 school district.

For certain positions I agree to submit to a complete physical examination including drug testing if requested by the City. I also agree to sign the "*Authorization to Release Information*" form if so requested by the city.

And

ACKNOWLEDGEMENT OF AT WILL EMPLOYMENT

I acknowledge that both my employment and my compensation can be terminated and/or changed at will, without prior notice at the sole option of the City of Ellis. I understand that no representative of the City of Ellis has any authority to enter into any agreement hiring me for a specified period of time or to make any agreement contrary to this acknowledgment.

Applicant's Signature

Date

FOR OFFICE USE ONLY:

Interview	Date	Comments	
Testing			
Tests	Date	Score/Rating	Comments
Reference Checks			
Employer 1:			
Employer 2:			
Employer 3:			
Employer 4:			

Applicant number: _____ Employee Number: _____ Hire Date: _____

Position: _____ Starting Hourly Wage: _____

Notes: _____