

**CLERK II  
CITY OF ELLIS, KANSAS**

Department: Administration  
Reports To: City Clerk

Position Type: Full-time  
Retirement Plan: None  
This description last updated Nov. 17, 2015

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

*Position Summary*

Under the supervision of the City Clerk, the Clerk II is a non-exempt position under FLSA which performs data entry and clerical duties and supports City Clerk in all activities. This employee is responsible for handling initial contacts from the public, entering data into the city's computer system, preparing reports and mailings, and assisting with citizen's inquiries. This employee should possess excellent organizational, public relation and communication skills.

*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;
- Collect utility payments and cash receipts;
- Assist citizens in applying for utility service or changes in existing service;
- Performs clerical and receptionist duties;
- Prepares outgoing city mail and correspondence;
- Other related clerical duties as deemed necessary or as required.

*MARGINAL FUNCTIONS*

- Balances money drawers at day's end;
- Performs backup duties on utility billing, cash receipts and accounts receivable;
- Organizes incoming bills and statements and routes to appropriate personnel;
- Assists other departments as the need arises;
- Performs other duties as deemed necessary or assigned.

Experience: Some knowledge of general office experience is required. 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 working knowledge of accounting, mathematics and computers is required. This employee must be able to operate computers, printers, calculators, telephone systems and other office equipment. The ability to prepare reports, memos, and other documents, to interpret data, to understand an anticipate problems, and to read and interpret written instructions is required. This employee should possess excellent public relations, organizational, and oral and written communication skills.

Problem Solving: Occasional problem solving exists in this position. This employee encounters problems with citizen concerns and complaints, as well as in routine assignments.

Decision-Making: Some 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.

*Clerk II  
Position Requirements*

Financial Accountability: Employee does not have budgetary control of the department and does not participate in the annual budget process.

Supervision: Supervision by the City Clerk. Job related decisions are reviewed by supervisor. Employee does not have supervisory responsibility over subordinate personnel.

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

Working Conditions: No adverse working conditions exist in this position. Working in an office setting with a computer and other office equipment is the primary aspect of this position. Any other certifications 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.*

I have reviewed the above job description and acknowledge that I have accepted employment under this job description.

Signed \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

**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

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**The City of Ellis is an EQUAL OPPORTUNITY EMPLOYER**

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(Please PRINT clearly)

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

May we contact you at work? \_\_\_ Yes \_\_\_ No  
PART TIME APPLICANTS are you 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 \_\_\_ No GED: \_\_\_ Yes \_\_\_ No  
College: \_\_\_\_\_ Location: \_\_\_\_\_  
Major \_\_\_\_\_ Degree \_\_\_\_\_ Graduated: \_\_\_ Yes \_\_\_ No  
Trade or Technical School \_\_\_\_\_ Completed: \_\_\_ Yes \_\_\_ No

### ***Special Training & Skills***

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

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### ***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    If yes, phone number _____
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    If yes, phone number _____
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    If yes, phone number _____
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.

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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.

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

If yes, why?

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**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 thirty miles of Ellis.

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: \_\_\_\_\_