

Town of Yarrow Point, Washington

Deputy Clerk

Interviews will be scheduled the week of January 2, 2017

POSITION: Full Time, Salaried, Exempt

WORK SCHEDULE: M-F 8:30-4:30pm and 8:30-12pm Friday *plus* approximately 3 evening meetings per month.

SALARY: \$42,000

SUPERVISOR: Town Clerk-Treasurer

BENEFITS: Excellent Benefits Package including:

- Medical
- Dental
- 10 Paid Holidays and 1 Personal day
- Accrual of Vacation and Sick leave
- Washington State PERS Retirement

REPRESENTATIVE DUTIES:

- Managing Front Desk & responding to public inquiries
- Processing all Permits and related tasks
- Processing Public Records Requests & Manages Public Records
- Preparing Meeting Packets and taking minutes (Council, Planning Commission)
- Cash Receipting
- Supporting Clerk-Treasurer
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ESSENTIAL FUNCTIONS:

Under the general direction of the Clerk-Treasurer, the Deputy Clerk:

- Ensures timely and accurate processing of all applications relating to planning and zoning, engineering and building activities. Assists in coordinating inspections and manages operations following a standard procedure for application review.
- Receives, logs, tracks and organizes development applications and prepares permits for issuance.
- Performs administrative tasks related to code enforcement.
- Assists the public in completing applications and in providing all necessary materials. Answers public inquiries.
- Assists Treasury manager in cash receipting and monthly receipt register reports.
- Assists Town Clerk in implementing an overall records management program consistent with State Code. Maintains records.
- Facilitates effective communication and distribution of information among Town contractors and members of staff. Coordinates meetings concerning development.
- Assists in the preparation and review of Town financial records and reports to ensure accuracy and to provide further internal controls. Receives Town revenues.
- Completes required reports to state and federal agencies.
- Performs tasks related to Town addressing.
- Responds to the various needs of the general public. Assists in daily administrative tasks as needed.

- Takes accurate minutes of the Council and Planning Commission meetings. Prepares draft minutes for Clerk-Treasurer's review.
- Assists in public relations tasks including but not limited to drafting the quarterly newsletter, creating flyers, and sending notice emails.

QUALIFICATIONS:

- Ability to maintain cooperative and effective working relationships with elected officials, members of staff and the public.
- Ability to plan, develop and maintain complex administrative projects.
- Knowledge of standard Town operations, procedures, practices and legal requirements.
- Excellent communication skills. Ability to effectively communicate detailed information to the public.
- Proven clerical and organizational competency.
- Proficiency in Microsoft office programs and ability to learn new software as needed.
- Ability to perform a variety of tasks in a small office setting with minimal supervision.

EDUCATION AND EXPERIENCE:

Associate degree in Business, English, Accounting, or related field. A minimum of 1 year of administrative experience within the public sector, or any combination of education and experience that would provide the desired skills, knowledge, and ability required to perform the job.

OUR WISH LIST:

- Excellent writing and grammar skills
- Organized and great time manager
- Clear and cohesive oral communicator
- A team player with a positive attitude
- Self-motivated but willing to ask for help
- Flexible and has a healthy sense of humor

PHYSICAL DEMANDS:

Physical demands described are representative of those needed to successfully perform essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential tasks.

Work involves walking, talking, hearing, the use of hands to handle, feel or operate objects, tools or controls and reaching with hands and arms. Vision abilities include close vision and the ability to adjust focus.

Applicant must possess a valid State of Washington driver's license. A background check will be made before employment is confirmed.

TO APPLY:

We love our team here. We take our work very seriously but we never take ourselves too seriously. Want to be a part of it all? Please email a cover letter, resume, and writing sample to clerk-treasurer@ci.yarrow-point.wa.us.

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