

## **CITY OF FORT MITCHELL, KENTUCKY**

### **POSITION TITLE: DEPUTY CITY CLERK/HUMAN RESOURCE ASSISTANT**

**DATE: July 20, 2022**

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#### **JOB SUMMARY**

Maintains the human resource onboarding system, coordinates employee training, provides back up to the administrative assistant, and performs human resource duties under supervision of the Assistant City Clerk/Treasurer and the City Clerk/Treasurer.

#### **HOURS**

The City office hours are 8:00am to 4:30pm. The required work week is 37.5 hours.

#### **DUTIES AND RESPONSIBILITIES**

- Implement and maintain automated human resource onboarding system
- Update employee forms and policies on employer intranet
- Type meeting minutes
- Coordinate employee training
- Register new employees for insurance and benefits
- Create PDF fillable forms and Excel spreadsheets
- Download lockbox deposits into accounting system and property tax software
- Input paid time off accruals into time clock system
- Post property to be sold on auction website.
- Perform record retention procedures
- Backup administrative assistant by performing the following duties:
  - Receive visitors by welcoming, answering questions, directing and announcing them
  - Answer telephone calls, handle inquiries, and forwards calls
  - Types documents
  - Perform filing, record retention and destruction in compliance with state law
  - Sort and distributes mail
  - Process vehicle releases and permits for large vehicle parking, solicitation and yard sales
  - Produce accident reports
  - Receive and process payments
  - Input accounts payable invoices and print checks
  - Schedule appointments and training for staff
- Performs additional duties as assigned
- Attend Municipal City Clerk Institute (5 days each year) in July for three years until certified

#### **MINIMUM TRAINING AND EXPERIENCE PREFERRED OR REQUIRED**

- Associate degree. Persons with an equivalent combination of related education, training and experience will be considered.

- Current or future Certified Kentucky Municipal Clerk (CMC)
- Human resources knowledge is preferred
- Employee must be bondable
- Proficient in Microsoft Office Excel, Word and Outlook and Adobe Acrobat
- Friendly demeanor and customer service skills
- Working knowledge of copiers and mailing machines
- Strong organizational skills and ability to multi-task
- Excellent time management and ability to prioritize work
- Attention to detail and problem solving
- Excellent written and verbal communication skills
- Ability to work effectively with coworkers with limited supervision
- Ability to learn other proprietary records management software programs

#### **PHYSICAL AND MENTAL ABILITIES REQUIRED REQUIREMENTS**

- Sit for extended periods of time
- Stand and bend as necessary for filing
- Coordinate eyes, hands and limbs in performing skilled movements such as rapid keyboard use, writing and filing
- Exert light physical effort in sedentary to light work, involving lifting and carrying (up to 20 pounds), pushing and pulling
- Add, subtract, measure, multiply, divide, and calculate fractions, percentages and decimals
- Analyze, classify, compute, compare, count and sort data
- Read, assemble, copy, record and transcribe information

#### **AMERICANS WITH DISABILITIES ACT COMPLIANCE**

The City of Fort Mitchell is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.