



City of Winooski

Vermont's Opportunity City

27 West Allen Street
Winooski, Vermont 05404
802 655 6410
winooski.vt.gov

Job Description – Assistant City Clerk Temporary Hire

Winooski is proud to be an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. The city encourages persons with non-traditional skill sets and experiences to apply, even if candidates believe they do not meet 100% of the qualifications and hiring criteria described. All employment decisions are made without regard to race, color, religion or belief, national, social or ethnic origin, sex, age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital status or any other status protected by the laws and regulations within our municipality.

Description: The Assistant City Clerk leads the customer service function of the Winooski Clerk's Office. This includes receiving and responding to customer inquiries on the phone, via email, and at the front desk. This position oversees pooled office resources such as office supplies, office equipment such as copiers, and the upkeep and maintenance of public spaces in City Hall. In addition the Assistant City Clerk provides support for the City Clerk function and general administrative support for the leadership team. This is included but not limited to administrative support for the City Manager, accounting, human resources, community services, community and economic development, planning and zoning. .

How to Apply: Submit a City of Winooski employment application via winooski.vt.gov/jobs.

Position Information

- Pay rate: \$18.85-\$20.00/hourly
- Funding Source: General Fund 100%
- Classified, Temporary, Non-Exempt, Regular
- PT 20-28hrs/week. The schedule for this position includes regular weekday hours and some evenings to attend and support City Council Meetings.
- Required for Level III emergencies, or as needed during other emergencies
- Reports to: City Clerk
- Direct Reports: None
- Employment reference and background check required

Minimum Job Skills, Knowledge, Skills, and Aptitudes, and Qualifications

- High School Diploma or GED and/or 1 year or more experience in customer service, accounting, municipal or state government, or Associates Degree, or equivalent combination of education and experience.
- Ability to learn and apply Vermont Public Meeting Law, local, state and federal election law.
- Experience with NEMRC modules including Cash Receipts, Tax Administration, etc.
- Experience with Voter checklist
- Ability to work in a fast paced environment with a high degree of accuracy.
- Able to do basic math, complete data entry and count change.
- Excellent customer service skills and is able to work cooperatively in stressful situations with difficult personalities.
- Must have experience with the Office Suite of products including a mastery of Word and Excel.
- Ability to learn various menu driven software programs and perform other misc. tasks required.
- Ability to work across cultural lines to build rapport with residents who seek services from the Clerk's Office.
- Ability to work productively in a team environment.

Major Responsibilities¹

% of Effort ²	Responsibility ³
40%	Customer Service - Visitors are greeted in a friendly manner. Process vital records, dog and marriage license requests, building, zoning and trash hauling permits quickly and accurately. Payments for Rec and Parks programs are entered in the recreation management system accurately and efficiently. Assistance is provided for realtors and paralegals for tax and land records searches. Public Works concerns are entered in to the Nexgen system when received
40%	Cash Receipts - All needs for services, including but not limited to: accepting payments for Property Tax/Water/Sewer bills as well as any other City issued invoice; collecting parking tickets; and collecting program fees are completed in an efficient and accurate manner. Records of all transactions are entered into the database completely and accurately. Cash transactions are properly recorded and change is given with a high degree of accuracy. Assist with mailing out tax, water, and sewer bills and respond to questions as needed.
10%	Administrative Support – Provide and coordinate administrative support to the City Leadership Team as requested. Process City invoices in Readsoft for all departments. Provide administrative support to the City Assessors. Record and maintain necessary data in excel spread sheet and schedule inspection appointments. Process weekly downloads from the State and re-print revised tax bills. File work order requests and track requests for server work through the contracted service providers. Order office supplies as needed and coordinate care of public spaces.
5%	Assistant City Clerk Duties – Support the City Clerk by sharing in City Council Meeting Minute taking and abiding by related public meeting law. Support the execution of state, local and federal elections in Assistant City Clerk role.

Minor Responsibilities (5%)

- Execute additional tasks or special projects assigned by the supervisor.
- Minor Administrative tasks such as time sheets are completed in a timely and accurate manner.
- Participate in the continuous improvement of the City of Winooski by identifying concerns, and offering solutions.
- Provide a high level of customer service to both internal and external customers.
- Support the City's commitment to equity and cultural competency.
- Encourage and participate in professional development and training activities.
- Demonstrate commitment to the City Team buy learning about other departments and working collaboratively in cross functional areas.
- Work in alignment with the City's Strategic Vision Plan, and maintain an active role in the team effort required to achieve those goals.

¹ Major Responsibilities are the essential functions that the individual who holds the Position must be able to perform unaided or with the assistance of reasonable accommodation.

² Approximate amount of total effort, listed from largest to smallest.

³ State the condition that appears when the responsibility is complete.



Physical and Mental Requirements

These are physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the City may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

ability to move distances within or between locations	hearing/listening
ability to work evening hours	inside
analysis/comprehension – moderate	judgment/decision making
bending, kneeling, squatting	lifting (up to 40 pounds)
carrying (up to 40 pounds)	math skills - moderate
clear speech	moving objects
clerical	noise, moderate to loud
contact with others via phone and email	pushing/pulling
dexterity with hand and finger	reading
dirt/dust	seeing
exposure heat/cooling systems typical with indoor work	sitting
face-to-face contact	standing
verbal contact w/others	touching
works with others	use of basic office equipment
writing - moderate	