



City of Roosevelt Park

A Proud Community

DEPUTY CITY CLERK / TREASURER

Position Summary

Serves as the first point of contact for residents and visitors at City Hall, providing courteous, accurate, and timely assistance. Responsible for opening and closing City Hall, greeting the public, answering and directing incoming calls, and processing payments for municipal services.

This position supports the City Clerk and City Treasurer and may act on their behalf as assigned. Performs a variety of administrative and clerical duties related to utility billing, accounts receivable, voter registration, elections, and general departmental operations, while also supporting other City functions as needed.

Essential Job Functions

The following duties are representative and not intended to be all-inclusive:

- Provide front-line customer service in person, by phone, and electronically; respond to inquiries and direct individuals to appropriate departments
- Receive, process, and reconcile payments for taxes, utilities, permits, licenses, and other fees in accordance with established procedures
- Maintain cash drawers, issue receipts, and prepare daily deposits with a high degree of accuracy
- Maintain and manage official City records in compliance with retention requirements and applicable laws
- Assist with preparation of agendas, meeting packets, minutes, and public notices
- Perform duties of the Deputy Clerk, including administering oaths, attesting documents, and supporting elections and licensing processes
- Perform duties of the Deputy Treasurer, including accounts receivable/payable, payroll support, revenue tracking, and financial reporting
- Balance and audit daily transactions; resolve discrepancies promptly
- Provide accurate information regarding City services, ordinances, and procedures
- Maintain confidentiality of sensitive and legally protected information
- Operate and maintain office equipment and municipal software systems
- Assist with audits, reports, and special projects as assigned
- Maintain an organized, professional, and accessible front office environment

Required Knowledge, Skills, Abilities, and Minimum Qualifications

- Ability to obtain State certification for elections
- Notary Public certification or ability to obtain
- Valid State of Michigan driver's license with a satisfactory driving record
- Knowledge of municipal operations, public records management, elections, and applicable laws and ordinances
- Strong customer service, communication, and interpersonal skills
- Proficiency in office technology and financial/software systems; ability to learn new systems
- Ability to maintain accurate records, perform financial transactions, and prepare reports
- Ability to exercise sound judgment, maintain confidentiality, and handle sensitive information
- Ability to establish effective working relationships with staff, officials, and the public
- Ability to manage multiple priorities, solve problems, and work under deadlines

Preferred:

- Bachelor's degree in accounting, finance, business, or a related field
- Experience in municipal government or public sector administration
- Experience in accounting, finance, or public fund management
- Experience supporting elections, licensing, or public meetings

Physical Demands and Work Environment

Work is primarily performed in an office setting with regular use of computers, phones, and standard office equipment. Duties require sitting, standing, and moving within the office. Occasional travel for bank deposits, mail handling, or errands may be required.

During elections, extended hours are required, including setup and teardown of equipment and lifting of moderate to heavy items. The work environment is typically quiet to moderate.