Deputy City Clerk

The City of Denver is hiring a Deputy City Clerk to work 24-32 hours per week, pay range is $12-$15/Hour depending on qualifications. Position performs entire utility billing process, handles cash and balances cash drawer, collects and deposits revenues received from all departments, performs general accounting duties, balancing bank statements, data entry of information into computer, answers telephone, answers citizen questions, maintain records, and files for the city, prepares reports, update City Webpage, Update Entrance Sign and Maintain City Social Media Sites and other duties as assigned. POSITION REQUIRES: Accounting, billing or clerical experience with high school diploma or a combination of experience and post-secondary education that totals two years. Must be detail oriented with experience using MS Office including Word, Excel, Outlook and billing software. Dedicated to providing high quality customer service. Criminal background search will be conducted. Person must be able to be bonded. POSITION HOURS: Monday-Friday 7:30-Noon, 1:00-4:30. No on-call or weekend work is required. Applications and position description available at the Denver City Hall phone 319-984-5642. Submit cover letter addressing knowledge, skills and abilities, resume, salary history and application to City of Denver, 100 Washington Street, Denver, Iowa 50622 by 2:00 p.m. on August 14, 2020. The City of Denver is an Equal Opportunity Employer.

Publications:	Denver Forum	7-29-20, 8-5-20
	Waverly Newspapers	7-28-20, 8-4-20
	Waterloo Courier	8-1-20
	Iowa League of Cities Website	
	City of Denver Facebook	