

City of Seymour

Job Description

Job Title:	2nd Deputy	
Department:	Clerk-Treasurers Office	
Work Schedule:	8:00 AM – 4:30 PM, M-F	FLSA Status: Non-Exempt
Supervised by:	Clerk-Treasurer	Status: Full-Time
Supervises:	None	
Date Written:	4/12/99	
Date Revised:	9/22/14	

2nd Deputy is responsible for assisting the Clerk-Treasurer and Department Directors with all payroll functions and some general administration. Involves serving and responding to the general public and various bookkeeping and clerical tasks.

General Duties:

1. Answer telephone and greet visitors, providing information and assistance, taking messages, and transferring/directing to appropriate individual.
2. Prepares and processes payroll; biweekly, semi-monthly & monthly, for city employees, including verifying withdrawals for insurance requests, direct deposit, child support payment. Also, determining appropriate fund account numbers, posting in computer.
3. Pay federal tax & INPRS every pay. Pay monthly state and county tax.
4. Pay for life, dental and medical insurance. Forward payments for child support, United Fund donations, and retirement accounts as needed.
5. Prepare W-2's and 1099's and other various year end routines.
6. Send in and enter medical, dental and vision for employees.
7. Prepare and remit quarterly tax reports. Complete required employment reports.
8. Write and post receipts for individuals – all departments.
9. Perform bank reconciliations.
10. Handle sewer customer complaints, or if necessary, direct them to proper personnel.
11. Take in sewer payments from community, transmit to Water Company.
12. Maintain files for the Clerk-Treasurer.
13. Perform other duties as assigned by the Clerk-Treasurer.

Physical Effort:

Needs to perform duties in a standard office environment which may involve sitting for long periods and lifting objects weighing less than 25 pounds. Employee rarely required to work evenings or weekend hours.

Working Conditions:

Employee maintains frequent contact with co-workers and the public for the purpose of exchanging information. Employee also frequently works with little or no supervision.

Education:

Business and computer education in a vocational, technical or college setting desired.

Experience in dealing with the general public.

Some accounting experience preferred.

Computer skills required.

Experience with payroll a must.

Must speak fluent English.

Must be able to be bonded.

This description is intended to describe the type and level of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person so classified.