



11. Maintain and update records box inventory list.
12. Manages City Contracts file and data-base.
13. Processes data-entry of the City's bi-monthly payroll.
14. Prepares payroll warrants and processes benefit and deduction payments.
15. Process payroll vendor reports and payments.
16. Audits and reconciles payroll vendor accounts.
17. Process payroll taxes both per pay period and quarterly, and year end W2 forms
18. Assists the Parks and Recreation department as needed with city events and activities at the direction of the Asst. City Administrator/City Clerk.
19. Serves in the City's Emergency Operation (EOC).
20. Serves as a notary for the city.
21. Perform other duties as assigned.

**QUALIFICATIONS:**

*While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.*

**Knowledge of:**

- Functions, activities, and responsibilities of the City Clerk's office.
- Knowledge of Records Management process and procedures.
- Knowledge of the different branches of municipal government
- Roberts Rules of Order and parliamentary procedures.
- State and local laws and regulations regarding public records, public meetings, and legal notices.
- Knowledge of payroll processes and procedures.
- Basic knowledge of the Washington State Auditor's Office BARS Manual.
- Organizing recreation activities including rostering.
- Managing volunteers.
- Advertising and community engagement.

**Ability to:**

- Work on multiple projects simultaneously in a fast-paced and challenging Environment
- Understand trends in municipal communication practices, and implement new communication mediums.
- Work independently and cooperatively with others.
- Maintain confidentiality of sensitive materials and information.
- Communicate in person, in writing or over the phone with the public and other staff courteously and professionally.
- Research and communicate findings to other executive staff.
- Interact with the public in an effective, customer friendly manner.
- Ability to follow projects to completion and meet deadlines.
- Maintain effecting working relationship with City staff and other cities.

## **Education and Experience Guidelines**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying.*

### **Education/Training:**

- High school diploma or GED (*required*).
- Post-secondary education AA Degree, or higher, with a focus in finance (*preferred*)
- Two years of office experience preferably in the government sector.
- One (1) year of payroll or accounts payable data entry (*preferred*)

### **Licenses and Certification:**

- Valid Washington State driver's license
- Notary Public License or ability to obtain within three (3) months of hire

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Environment:** Work is primarily performed in an indoor office setting with extended periods at a computer, sitting or standing.

**Physical:** Physical effort is needed to move, lift and carry office equipment, supplies, and materials. Basic communication skills such as talking, seeing, hearing is needed for frequent person-to-person contacts, and telephone usage. The nature of the work has frequent interruptions and contact with staff, and requires strong communication skills, and the ability to work independently on a consistent basis.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

**Hearing:** Hear in the normal audio range with or without correction.

## **REASONABLE ACCOMMODATIONS**

Reasonable accommodations may be made in accordance with the Americans with Disabilities Act and the Fair Employment and Housing Act.

*This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change. This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee.*

*The City of Orting provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, religion, sex, sexual orientation, marital status, national origin, age, gender, disability, genetics, or status as a protected veteran.*