

October 11, 2021

### Job Opening

The City of Tonasket is now accepting applications for the position of Deputy Clerk-Treasurer. Application and job description are available at Tonasket City Hall, 209 S. Whitcomb Ave, Tonasket, WA 98855. Office hours are 8:00 am to 4:30 pm Mon-Fri, or online at [www.tonasketwa.gov](http://www.tonasketwa.gov). Applications will be closed November 1, 2021, 4:30 pm. The City of Tonasket is an equal opportunity employer. This is a union covered position.

Alice J. Attwood  
Clerk-Treasurer

CITY OF TONASKET

DEPARTMENT: Administration  
TITLE: Deputy Clerk-Treasurer  
REPORTS TO: Clerk/Treasurer  
HOURLY WAGE: \$20.28  
BENEFITS: Medical, Dental, Vision for employee, Retirement, VEBA  
Contribution, Sick Leave, vacation and paid holidays, Life Flight

**POSITION PURPOSE:**

Performs a variety of routine and complex clerical, secretarial and administrative work in keeping official records, accounting, finance, and other public services and providing support to staff. Providing customer assistance, cashiering, data processing, bookkeeping, accounts payable, accounts receivable, payroll and general administration. Compiles payroll data to maintain payroll records. Performs a wide variety of routine clerical support work for the City Attorney, City Superintendent, Planning and Community Development Director, Building Official/Permit Administrator and City Clerk and Utility Clerk.

**ESSENTIAL DUTIES:**

Answers central telephone system.

Serves as cashier, including receipting of water/sewer payments and various other payments and posting monies to appropriate accounts.

Serves as a back-up to related positions.

Provides clerical or technical support to other staff members as required. Composes reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

Assists in preparing agendas and supporting materials; may take and transcribe minutes; prepares and distributes minutes and reports.

Receives telephone calls and citizen visits. Handles questions and matters of a more technical nature; responds to citizen complaints.

Interprets city ordinances.

Assists in issuing permits and maintains records on the following, dogs, building, conditional use permits, variances, demolition, mechanical, plumbing, water and sewer hook-ups.

Periodically reviews city's files for retention. Purges files according to the Secretary of State's Archives & Records Management Division.

Establishes and maintains filing systems, control records and indexes using moderate independent judgment.

Have a working knowledge of Zoning Ordinance, to inform the customers that request assistance with building and zone rules. Refers citizens to Clerk/Treasurer, Planning and Community Development Director or Building Official if can not help them.

Receives, stamps and distributes incoming mail, processes outgoing mail.

Maintains and tracks all cemetery records.

Responds to counter, telephone and written inquires. Adjusts errors and complaints.  
Maintains and tracks all cemetery records.

Writes and codes receipts for all revenues. Prepares daily bank deposits. Maintains auxiliary cash controls for investing, balancing, and other related accounting activities. Assists in reconciling cash book/computer to various cash reports.

Assists in maintaining employee master files and all payroll functions. Compiles payroll data such as hours worked, taxes, insurance and employee identification number, from time sheets and other records. Prepares computer input forms, enters data into computer files, or computes wages and deductions and posts to payroll records. Prepares and issues paychecks. Calculates and pays state taxes, monthly federal taxes, medical premiums, retirement sums, etc. Prepares payroll quarterly reports. Answers employee questions regarding payroll checks. Reviews wages computed and corrects errors to ensure accuracy of payroll.

Maintains accounts receivable records and performs necessary follow-up on collections. Verifies BARS expenditure and revenue codes. Inputs budgetary data into financial accounting system. Accumulates, calculates, posts, balances, and reconciles data for specific accounts and checks against warrant registers; identifies, traces, and otherwise resolves discrepancies in accordance with established procedures.

Operates listed office machines as required.

Responds to counter, telephone and written inquiries. Adjusts error and takes complaints.

Maintains and inputs information on the city's website.

Acts as back-up for utility clerk/court clerk.

Attends training classes when required.

Other duties as assigned by supervisor.

#### **SKILLS AND ABILITIES:**

Ability to use machines: Fax Machine, Copy Machine, Two line Telephone Routing, Computer and Software, Printers, Specialized knowledge in Vision Software, Recording Equipment, 10 Key, and Paper Cutter.

Ability to learn BARS, General Filing Procedures

Ability to deal with people about their issues with the City.

#### **WORKING CONDITIONS:**

Office work, mostly sitting with continuous getting up to answer the counter. Physical demands described herein are comparable of those that must be met by a person to successfully perform the essential duties of this job. Reasonable accommodations may be made to assist individuals with disabilities to perform the essential duties.





## EMPLOYMENT EXPERIENCE

Start with your present or most recent job. Include any job-related military service assignments and volunteer activities.

Employer's Name:	From:	To:
Address:	Supervisor:	
Phone: ( )	Hours Worked Per Week:	Starting Salary:
Position:	Last Salary:	
Number of Employees Supervised by You:		
Reason for Leaving:		
Primary Duties:		

Employer's Name:	From:	To:
Address:	Supervisor:	
Phone: ( )	Hours worked Per Week:	Starting Salary:
Position:	Last Salary:	
Number of Employees Supervised by You:		
Reason for Leaving:		
Primary Duties:		

Employer's Name:	From:	To:
Address:	Supervisor:	
Phone: ( )	Hours worked Per Week:	Starting Salary:
Position:	Last Salary:	
Number of Employees Supervised by You:		
Reason for Leaving:		
Primary Duties:		

Attach an additional sheet if necessary

**ADDITIONAL INFORMATION**

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

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Describe any job-related training received in the United States military. \_\_\_\_\_

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List professional, trade, business, or activities and offices held. \_\_\_\_\_

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Summarize special job-related skills and qualifications acquired from employment or other experience.

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State any additional information you feel may be helpful to us in considering your application.

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**PERSONAL REFERENCES (No Relatives)**

1. \_\_\_\_\_ ( )  
(Name) Phone No.

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2. \_\_\_\_\_ ( )  
(Name) Phone No.

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3. \_\_\_\_\_ ( )  
(Name) Phone No.

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4. \_\_\_\_\_ ( )  
(Name) Phone No.

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Have you ever used an illegal substance? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what substance(s) \_\_\_\_\_

When was the last time you used? \_\_\_\_\_

Have you ever been convicted of a crime, excluding misdemeanors and summary offenses which has not been annulled or expunged or sealed by a court? \_\_\_\_\_

If yes, explain in full \_\_\_\_\_

\_\_\_\_\_

**In consideration of the City of Tonasket permitting me to apply for this position, and further processing my application, I hereby authorize the City to perform a background investigation on me. I hereby release, hold harmless and indemnify, from any and all liability for damages, all persons who may provide such information to the City. I further waive any rights that I may have to discover or demand the results of said background investigation and any materials obtained during or related to apply to my heirs, assigns and any other persons claiming through me.**

**To the best of my knowledge, the information herein is true and complete. I understand that falsification of this application will be grounds for elimination from further consideration, or, if employed, for dismissal at any time. I further understand that this application is not and is not intended to be a contract of employment, nor does this application obligate the employer in any way if the employer decides to employ me.**

**Further, I understand that at time of hire I will be required to provide documentation showing authorization to work in the United States.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date