



## CITY OF TULELAKE

591 Main Street

P. O. Box 847, Tulelake, CA 96134

Phone 530-667-5522 - FAX 530-667-5351

info@cityoftulelake.com



### JOB DESCRIPTION

#### Assistant City Admin

DUTIES TO INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

- Prepare monthly utility billings and shut-off notices including penalties, recurring monthly C.C's online payments
- Assist residents with new account set up, relocation and discontinued services
- Input garbage and dumpster totals each week
- Interact with public in receiving of monies and answering questions
- Reconciling cash received daily, make remote deposit of customer checks and preparing the deposit for all cash received as required
- Preparing work orders that may include garbage, water, sewer, parks, streets or repair issues
- Keep filing systems of City Hall current
- Assist preparing semi-monthly meeting packet for City Council meetings including special meetings as required
- Assist with answering and receiving phone calls
- Assist City Treasurer, Finance Director and City Administrator clerk (CAC) with any other tasks as required
- Assist the City Building Inspector and send quarterly reports
- Collect and process City Business Licenses
- Assist City Administrator Clerk input CalPERS Insurance
- Process Transfer Station receipts and deposits each Monday of the week
- Interact positively with other City Employees, Department Heads and various professionals and contractors
- Send out letters to dog owners and collect dog licenses
- Assist with Newsletter (quarterly)
- Assist with City Events (planning)
- Send out various emails for various meetings and events
- Assist Chief of Police with daily clerical tasks and reporting

## SKILLS REQUIRED

Microsoft Excel- ability to enter data (dollars) accurately into spreadsheets, familiar with entering formulas to arrive at accurate results, ability to sort data previously entered in a spreadsheet

Microsoft word- ability to create letters to residents and utilize proper grammar and punctuation, utilize spell-check in MS Word

Willing to complete training for other specialized software programs and/or certificates.

## OTHER INFORMATION

- Hours are full time, 40 hours per week
- Cell phone usage is limited to breaks and lunch break
- Full-time, 10 hour per day employees are allowed a half-hour lunch break unless previously agreed upon with City Council. Per California Labor Code employees are allowed 2-15 minute breaks – one in the AM and on the PM hours
- Vacation and sick benefits, as well as health and dental insurance for the employee, are available for all full-time employees, or part-time employees over 20 hours per week, after a one-month probation period