



CITY OF TULELAKE

591 Main Street
P. O. Box 847, Tulelake, CA 96134
Phone 530-667-5522 - FAX 530-667-5351
cityoftulelake@cot.net



JOB DESCRIPTION **City Administrative Clerk**

Duties to include, but are not limited to, the following:

Customer service:

- Interact with public, answering any questions and taking payments
- Answer phone calls
- Interact positively with other City employees, Department Heads and various professionals and contractors

Support Staff for the Public Works Department:

- Generate work orders, which may include garbage, water, sewer or repair issues
- Write and send letters to City customers as needed
- Assist with Consumer Confidence Report as needed
- Perform miscellaneous tasks
- Order supplies when needed
- Reconcile Transfer Station monies and prepare weekly deposit

Weed Abatement:

- Send out weed abatement letters as needed and follow up
- Send out invoices, as needed, for abatement by PW
- Send out Administrative Citations for abatement violations

Support Staff for Building Inspector:

- Issue and collect payments for building permits
- Help keep filing of completed building permits current
- Send appropriate copies of permits to Siskiyou County
- Complete and send in all building related reports to County or State
- Help the building inspector with any other duties as needed

Support Staff for City Library:

- Relieve Library Manager for breaks when needed
- Order supplies as needed

Support Staff for City Clerk:

- Assist with minutes as needed
- Keep minute book up to date
- Attend City Council Meetings as needed
- Write Resolutions and Ordinances as needed
- Fill in as Deputy City Clerk (if sworn in), as needed

Support Staff for City Hall Administrator:**Accounting:**

- Code invoices for input into accounting system
- Enter invoices into accounting system
- Export from CBSW (billing System) and import into Abila accounting system
- Create Billing List for bi-weekly City Council Meeting for approval by Council
- Deposit payments remotely and record in check register nightly, as required
- Assist with payroll as needed
- Assist with the annual audit preparation

Petty Cash Box:

- Help keep an accurate account of all petty cash
- Assist with the monthly reconciliation of petty cash

Prepare Agenda Packets for Bi-Weekly Council Meetings:

- Create agenda and have approved by attorney
- Make copies of supporting documents for meetings
- Prepare Resolutions as necessary for the City Council

Liens:

- Write and send Pre-lien letters to qualified, unpaid account holders
- Prepare Lien Resolutions
- Prepare notary documents for the City Clerk and Mayor signatures
- Prepare Certification for the Mayor and City Attorney signatures
- Mail documents to Siskiyou County for recording
- Prepare Release of Lien for City Treasure signature and mail to Siskiyou County when lien is paid off

Bad Debts:

- Send out collection letters to delinquent account holders
- Continued follow-up on delinquent accounts, contacting Northern Credit Service when necessary
- Write off any uncollectible debts after approval by Council

Office Supplies:

- Keep track of office supplies and order when needed

CBSW:

- Apply monthly penalties
- Create and send monthly shut off notice reminders to qualifying overdue customers
- Meter exception report (review and fix)
- Create shut off notices for unpaid accounts
- Keep track of ALL move-ins/out's, garbage/dumpster requests, water on/off requests and relocation of current utility customers
- Enter all garbage collected monthly and remove the previous month's recordings
- Generate monthly utility billing
- Create accounts for new utility customers
- Final out and create deposit refunds, if any, for utility customers
- Reconcile daily utility payments and prepare for remote deposit, as required

Business Licenses:

- Send out annual renewal applications
- Create new business licenses for business owners
- Follow up and send reminder notices applying late fees as necessary
- Send out Administrative Citations for violators

Outside Water District Contracts:

- Make changes, as necessary, and send out annual contracts for signatures and updated information on water connections
- Apply annual \$100 meter reading fee to each outside district account in CBSW for billing

Leases with the City:

- Responsible for sending out annual lease invoices, to city leased property tenants, with the current consumer price index calculations (CPI) and/or the current TID land assessment value
- Send annual report spreadsheet to Siskiyou County regarding current leased property

Website Upkeep:

- Update events and pages as needed
- Post agendas for each bi-weekly council meeting
- Post minutes after copied, signed & scanned

Daily Activities:

- Help keep filing systems current
- Check and respond to emails as needed
- Get and sort the mail

Newsletters:

- Assist with writing quarterly newsletter to be mailed with monthly billing

Events:

-Help plan and attend (when possible) any miscellaneous events for the City, such as:

- Spring Socials
- Spring Cleanup Day
- Tulelake Fair Booth
- Fall Concerts
- Veteran's Day Celebration
- Christmas Tree Lighting

-Community Related Meetings, when needed

- Tulelake Revitalization Committee
- AOS Committee (Bicycle ride)
- Rural Klamath Connects (website)
- Rotary

Responsible for the following Miscellaneous Reports:

-Building reports to California Homebuilding Foundation (CHF) – MONTHLY

-Business License reporting to Division of the State Architect (DSA) - QUARTERLY

-Housing Unit Change Activity report to Department of Finance – ANNUAL (January)

-Report of Building or Zoning Permits Issued for New Privately Owned Housing Units sent to United States Department of Commerce – ANNUAL (January)

-Strong Motion Instrumentation and Seismic Hazard Mapping Report to State of California Department of Conservation – QUARTERLY

-Fee Report to State of California Building Standards Commission (SB 1473) – QUARTERLY

Skills Required:

Fund Accounting – a basic knowledge of accounting, especially fund accounting, will be considered a plus and enable long-term growth within the company.

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.

Operate miscellaneous office machines, recorders and other specialized software.

Have the ability and willingness to learn how to operate new, updated equipment, software and machines.

Other Information:

High School graduate with college education in areas of business and accounting or related fields preferred. Government experience is a plus.

Alternative work week hours are 8:00AM – 6:30PM Monday through Thursday. City Hall is closed on Fridays.

Cell phone usage should be limited to breaks and lunch break

Full-time, 10 hours per day employees are allowed a half hour lunch break unless previously agreed upon with City Council. Per California Labor Code, employees are allowed two 15 minute breaks – one in the AM hours and one in the PM hours.

Vacation and sick benefits, as well as health and dental insurance for the employee, is available for all full-time employees after a three month probation period.