

City of Bridgeport
Full Time Deputy Clerk

The City of Bridgeport is seeking applicants for the position of a full-time Deputy Clerk to work in the City Office. Under the supervision of the City Clerk and City Administrator, the Deputy Clerk performs general and specific administrative work, documentation, recording and archiving official records, bookkeeping, billing and accounting functions. The ideal candidate must possess excellent written and verbal communications skills; be highly detailed and organized; have excellent bookkeeping and accounting skills; and be a point of contact for residents regarding City business. Generally, any combination of education and experience equal to graduation from High School and 2 years' experience in accounting is necessary in order to fulfill the functions of the position. Paid Vacation and Holidays, 401K, and employer-paid health insurance are included with the benefits package. Resumes may be mailed to City Clerk, P.O. Box 280, Bridgeport, Nebraska 69336 or e-mail dhuck@cityofbport.com. Resumes accepted until position is filled. An application is available online at www.cityofbport.com.

CITY OF BRIDGEPORT

Position Description

Job Title	Deputy City Clerk	Department	Administration
Reports To	City Clerk/Treasurer; City Administrator	FLSA Status	Permanent; Full-Time Non-Exempt
Staff	None	Effective Date	January 1, 2010

POSITION SUMMARY

The Deputy City Clerk serves as the assistant to the City Clerk/Treasurer, and performs general and specific administrative work, documentation, recording and archiving official records, bookkeeping and accounting functions, working in collaboration with the City Clerk/Treasurer. The Deputy City Clerk also serves as an Administrative Assistant to the City Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include, but are not limited to the following:

- Assists with most activities and services in the City Clerk's office, including public service operations and support, records management, licensing, and elections.
- Assists with the custody of official records and archives of the City, including ordinances, resolutions, contracts, deeds, insurance documents and minutes; certifies copies as required.
- Assists with the bookkeeping function for the City including reconciling bank accounts, managing funds, maintaining payables and receivables, balancing accounts, transferring monies, and maintaining investments.
- Provides staff assistance to the City Administrator, and assigned Boards and Commissions, as requested.
- Attends and participates in professional group meetings; stays abreast of changing developments and new legislation related to the City Clerk's office and municipal operations.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Provides clerical assistance to the City Administrator and performs duties as City Administrator assigns.
- Performs other duties as directed or as the situation dictates.
- Due to the relative small size of City operations, the employee is expected to assist other departments in time of need or emergency.

SUPERVISORY RESPONSIBILITIES

The Deputy City Clerk works under the general supervision of the City Clerk/Treasurer and the City Administrator.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

PROBLEM SOLVING

Identifies problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Resolves problems in early stages; Works well in group problem solving situations.

CONTINUOUS LEARNING

Assesses own strengths and weaknesses; Seeks feedback to improve performance; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

CUSTOMER SERVICE

Displays courtesy and sensitivity; Manages difficult or emotional customer situations; Meets commitments; Responds promptly to customer needs; Responds promptly to customer needs; Solicits customer feedback to improve service.

TEAMWORK

Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests.

ETHICS

Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

ORGANIZATION SUPPORT

Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

JUDGMENT

Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

MOTIVATION

Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Recognizes and acts on opportunities; Takes calculated risks to accomplish goals.

CONFLICT RESOLUTION

Encourages open communications; Confronts difficult situations; Maintains objectivity; Keeps emotions under control; Uses negotiation skills to resolve conflicts.

QUALITY

Demonstrates accuracy and thoroughness; Displays commitment to excellence; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

SAFETY AND SECURITY

Observes safety and security procedures; Determines appropriate action beyond guidelines; Uses equipment and materials properly; Reports potentially unsafe conditions.

ADAPTABILITY

Adapts to changes in the work environment; Manages competing demands; Accepts criticism and feedback; Changes approach or method to best fit the situation.

ATTENDANCE/PUNCTUALITY

Schedules time off in advance; Begins working on time; Keeps absences within guidelines; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

DEPENDABILITY

Responds to requests for service and assistance; Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to doing the best job possible; Keeps commitments; Meets attendance and punctuality guidelines.

INITIATIVE

Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE:

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to read and interpret documents. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and

volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations..

COMPUTER SKILLS:

To perform this job successfully, an individual should have knowledge of accounting software; contact management systems; database software; human resources systems; internet software; inventory software; payroll systems; spreadsheet software and word processing software.

CERTIFICATES, LICENSES AND CERTIFICATIONS:

Must have a valid driver's license and be able to obtain certification as a Certified Municipal Clerk (CMC) after five years.

PHYSICAL DEMANDS:

The physical demands described here 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 functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms and climb or balance. The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to wet and/or humid conditions and fumes or airborne particles. The noise level in the work environment is usually moderate.

City of Bridgeport, Nebraska Application for Employment

The City of Bridgeport is an Equal Opportunity Employer. Race, color, religion, age, sex, disability, marital or veteran status, place of national origin and other categories protected by law are not factors in employment, promotion, compensation or working conditions.

Please print or write legibly in ink. Fill in all blanks completely.

POSITION APPLIED FOR:		DATE OF APPLICATION:
Last Name	First Name	Middle Initial
Address:	City and State	Zip
Telephone: Home	Cell	Work/Business

APPLICANT INFORMATION:

Do you have a valid driver's license	<input type="checkbox"/> Yes <input type="checkbox"/> No	License No.	State	Exp. date
Are you legally eligible to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Proof of citizenship or immigration status will be required upon employment)</i>				
*Have you ever been employed with the City of Bridgeport before? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, give date: _____ What Department? _____				
*Have you ever been convicted of a misdemeanor or felony in civilian or military courts? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Conviction will not necessarily disqualify an applicant from employment.)</i>				
Have you ever been dismissed from employment for misconduct, or have you ever resigned on request to avoid discharge? Please explain. <input type="checkbox"/> Yes <input type="checkbox"/> No				
Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, may we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Are you related to anyone employed by the City of Bridgeport? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, Name of relative: _____ Department: _____				
Date you can start:			Salary Desired:	

EDUCATIONAL BACKGROUND:

School Name and Location	High School or GED				Undergraduate College/University				Graduate/ Professional			
	9	10	11	12	1	2	3	4	1	2	3	4
Years Completed												
Diploma/Degree												
Major and Minor Subjects												
List Licenses, Professional Registration or other Recognition:												
List Special Skills or qualifications:												

MILITARY: Complete this section if you served in the U.S. Armed Forces:

Branch of Service	Duties and special training:
Period of Active Duty:	Rank at Discharge:
From _____ To _____	Type of Discharge:
Are You Claiming Veteran's Preference? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, a copy of honorable discharge papers, (form DD214) must be attached to this application to be eligible. Veteran's Preference only applies when a qualified candidate obtains passing scores on all parts and phases of examination/interviews.	

For City use only!

This application was received by: _____ Date _____

EMPLOYMENT EXPERIENCE:

Start with your present or most recent position for a period of 10 years including any military service and complete the below information fully. If you need additional space, please continue on a separate sheet of paper.

Application should be fully completed, without reference to attached resume. In addition, you may include a resume.

Name of Employer:	Dates Employed (Month & Year)		Salary Rate:	
	From:	To:	Total:	Starting: End:
Address:	Name of Supervisor:		Your Position:	
City State Zip	Describe your duties:			
Telephone Number:				
Reason for Leaving:				

Name of Employer:	Dates Employed (Month & Year)		Salary Rate:	
	From:	To:	Total:	Starting: End:
Address:	Name of Supervisor:		Your Position:	
City State Zip	Describe your duties:			
Telephone Number:				
Reason for Leaving:				

Name of Employer:	Dates Employed (Month & Year)		Salary Rate:	
	From:	To:	Total:	Starting: End:
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Reason for Leaving:				

Name of Employer:	Dates Employed (Month & Year)		Salary Rate:	
	From:	To:	Total:	Starting: End:
Address:	Name of Supervisor:		Your Position:	
City State Zip	Describe your duties:			
Telephone Number:				
Reason for Leaving:				

REFERENCES: List three references who are neither related to you nor a former employer.

Name	Address (City, State, Zip)	Telephone Number	Years Known

APPLICANT'S STATEMENT: (Read carefully before signing)

I certify that answers given in this application are true and complete to the best of my knowledge. I authorize a complete background investigation, including but not limited to all statements contained in the application for employment as may be necessary in arriving at an employment decision. If I am employed by the City based on this application, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand that if I am hired, my employment is at will, and I can be terminated according to the provisions of the City of Bridgeport's Personnel Manual.

Signed: _____ Date: _____

FAIR CREDIT REPORT ACT DISCLOSURE & AUTHORIZATION

DISCLOSURE

As an applicant for employment or a current employee of the City of Bridgeport, you are a consumer with rights under the Fair Credit Reporting Act. When any of the following circumstances exists, the City of Bridgeport may choose to obtain and use information contained in either a consumer report or an investigative consumer report from a consumer reporting agency about you: (1) when considering your application for employment, (2) when making a decision to offer you employment, (3) when deciding whether to continue your employment (if you are hired), or (4) when making other employment-related decisions directly affecting you.

For explanation purposes, a “consumer reporting agency” is a person or business which, for monetary fees, dues, or on a cooperative nonprofit basis, regularly assembles or evaluates consumer credit information or other information on consumers for the purpose of furnishing consumer reports to others, such as the City of Bridgeport.

A “consumer report” means any written, oral or other communication of any information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in establishing your eligibility for employment purposes.

An “investigative consumer report” means a consumer report or portion thereof in which information on your character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with your neighbors, friends, or associates reported on or with other with whom you are acquainted or who may have knowledge concerning any such items of information.

In the event an investigative consumer report is prepared, you may request additional disclosures regarding the nature and scope of the investigative requested as well as a written summary of your rights under the Fair Credit Reporting Act.

AUTHORIZATION

By signing below, I, _____, hereby voluntarily authorize the City of Bridgeport to obtain a consumer report or an investigative consumer report about me from a consumer reporting agency and to consider this information when making decisions regarding my employment at the City of Bridgeport. I understand that I have rights under the Fair Credit Reporting Act, including the rights discussed above.

Name

Date

**CITY OF BRIDGEPORT
EMPLOYMENT REFERENCE CHECK**

I _____ authorize the City of Bridgeport to check previous employment and/or personal references listed on my application and/or resume. I also give my consent to the City of Bridgeport to obtain the following:

- Records of educational institutions that I have attended;
- Driving record and civil and criminal history records;
- Employment records from previous employers to include evaluations, disciplinary history, complaints or grievances filed by or against me;
- Pre-employment records from prospective employers;
- A consumer report that might show financial and credit information, including credit reports and ratings; records from Financial Institutions to include loan performance, loan officer notes and financial statements, understanding that I have rights under the Fair Credit Reporting Act.
- Any information from Counsel who have represented me in civil or criminal cases and I specifically waive the attorney client privilege in that regard.

The above records may be obtained through a variety of agencies/sources, including the internet.

Signature _____ Address _____ Date _____
(Including maiden name)

Social Security # _ _ - _ - _ _ _ _ _ Phone Number _____

Most recent or current Employer _____ Telephone _____

Supervisor's Name _____ Title _____

Date of Employment _____

ANTI-DRUG PLAN ACKNOWLEDGEMENT

In accordance with the NEBRASKA DRUG FREE WORK PLACE ACT of 1988, and the City of Bridgeport's Anti-Drug Plan, the City of Bridgeport has instituted a drug testing program. The City of Bridgeport has reviewed the legal, operational, social, medical and ethical aspects of instituting this program. I understand that manufacture, distribution, possession, use, sale, transfer, purchase, and transport of illegal drugs will be considered a violation of the City of Bridgeport's Anti-Drug Plan and shall be grounds for disciplinary action, including termination. This program allows all employees to enjoy a safe, productive, and healthy work environment. Individuals are urged to seek assistance prior to problems affecting on-the-job performance.

PRE-EMPLOYMENT: Job applicants who are being considered for employment for positions with particular responsibilities must read the Anti-Drug Plan, sign a consent form, and submit to pre-employment drug testing.

CERTIFICATION: I have read, and understand the content of the above Anti-Drug Plan. I understand that compliance with the Anti-Drug will be considered a condition of employment with the City of Bridgeport.

Date

Signature