

## **POSITION DESCRIPTION**

### **City of Brewer**

**Class Title:** Deputy City Clerk/General Assistance Administrator  
**Department:** City Clerk's Office  
**Date:** July 25, 2022

#### **GENERAL PURPOSE:**

Performs a variety of routine and complex clerical work, as well as administrative work in keeping official records, issuing vital records, providing administrative support to the City Clerk, and is responsible for the administration and management of the General Assistance program.

#### **SUPERVISION RECEIVED:**

Works under the supervision of the City Clerk.

#### **SUPERVISION EXERCISED:**

May supervise volunteer elections staff including registrars, ward clerks, and other elections personnel.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Manages the General Assistance Program in compliance with State Statutes and local Ordinances.
- Prepares a variety of studies, reports, and related information for State of Maine, as well as internally for the City of Brewer.
- Establishes and maintains a variety of contacts and network for Federal, State, and Local organizations.
- Receives applications, reviews applicants for qualifications and issues notices of eligibility.
- Issues birth, death, and marriage certificates.
- Maintains voter registration database.
- Registers residents to vote.
- Answers phone calls and citizen inquiries.

#### **PERIPHERAL DUTIES:**

- Assists in the transcribing of meeting minutes
- Assists in the filing, recording, and maintenance of public records.

#### **DESIRED MINIMUM QUALIFICATIONS:**

##### **Education and Experience:**

(A) Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting and bookkeeping, and

(B) Two (2) years of increasingly responsible related experience, or any equivalent combination of related education and experience.

##### **Necessary Knowledge, Skills and Abilities:**

(A) Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; some knowledge of accounting principles and practices; some knowledge of recreation programs.

(B) Skill in operation of listed tools and equipment.

(C) Ability to perform cashier duties accurately; ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations.

**SPECIAL REQUIREMENTS:**

Valid State of Maine driver's license.

**TOOLS AND EQUIPMENT USED:**

Phone; Computer including word processing, spreadsheet and financial software; copy machine; fax machine. \_\_\_\_\_

**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 frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**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.

The noise level in the work environment is moderately loud.

**SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Acceptance: \_\_\_\_\_  
(Employee Signature)

Approval: \_\_\_\_\_  
City Clerk

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of this job change.*