



## **CITY OF MARTINDALE**

**409 Main Street,  
Martindale, TX 78655**

### **Job Description:** Assistant City Clerk (Utilities)

**Position:** Assistant City Clerk (Utilities)

**Department:** Utilities

**Reports to:** City Clerk/ Accountant

**FLSA Designation:** Non-Exempt

**Job Class:** Clerical

**Last Update:** 5/18/2020

**Applications Due:** 12/20/2020

Expand or start your career in local government here! We need an energetic and motivated Assistant City Clerk (Utilities) willing to work hard and have fun while making our residents and utility customers feel welcome at city hall. As an Assistant City Clerk (Utilities), you will work under the direction of the City Clerk and City Accountant and perform a variety of clerical and support functions requiring professional judgment and understanding of city operations.

### **About the City of Martindale:**

The City of Martindale is a charming, small city in Central Texas with a unique character. Located in the Austin Metropolitan Region, Martindale provides an oasis from the hustle-and-bustle of the I-35 corridor. People are drawn to Martindale because of its serene agricultural and natural environment and its proximity to regional amenities. Martindale is also regional destination for visitors seeking to enjoy the San Marcos River. Martindale is located about 5 miles southeast of San Marcos along SH 80, and about 10 miles southwest of Lockhart along SH 142.

### **General Function and Purpose:**

Provides administrative support to the City Administrator, the City Clerk, and other staff. Performs basic clerical duties under the supervision of the City Clerk and City Accountant, including responding to public inquiries, data entry, cash handling, and records management. Assists the City Clerk in providing staff support to the City Council and Council-appointed boards by preparing meeting notices and documentation for official minutes and assisting with other related business. Provides customer services for city utilities, including managing billing accounts and payments. Position involves regular contact with the public in situations that require considerable tact and diplomacy.

### **Duties:**

- Greets the public in person or via telephone, responding to questions and requests and referring complex issues to the appropriate person, giving directions and taking messages where appropriate.
- Processes monthly utility statements and prepares various notices to be mailed, including notices of insufficient funds.
- Receives utility payments; reconciles cash drawer daily; and prepares a bank deposit daily.
- Posts all payments collected to accounting software.



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- Preparing periodic utility billing reports.
- Reconciles deposits with electronic records; prepares adjustment entries for accounts.
- Maintains billing and customer service records; files and re-files materials and records; often responsible for sensitive or confidential records.
- Coordinates and prepares information for city utilities and public works departments.
- Proofreads materials for completeness and accuracy, with an understanding of utility services.
- Sets up new utility accounts, disconnects and transfers exiting service with water company and city utilities.
- Works with customers to resolve any billing errors and problems efficiently.
- Maintains complete confidentiality of all information obtained in the normal course of work.
- Audits service-provider invoices for accuracy: for example, from the solid waste contractor or wastewater system operator.
- On a monthly basis, compares and verifies the City's accounts to the water company's accounts for compliance of the sewer wastewater provision, Chapter 50 Sewer/Wastewater Provisions.
- Receives payment for completed/ approved city permits from the permitting agent and posting such payments in city records.
- Assist in processing Open Records Requests as required by the City Clerk.
- Prepare City Council agenda packets and meeting minutes.
- Organize official city records, including Council minutes, resolutions, ordinances, contracts, and other documents vital to the history of the City according to established record retention policies.
- Create content for the city website and other public notifications.
- Maintains certification as Notary Public in the State of Texas; exercises all functions of a notary for city purposes and the public.

### **Qualifications:**

Must have a high school degree or equivalent education and 2 years of experience in secretarial, office clerical or other related work. College-level education may be substituted for experience. Must possess basic clerical skills, including operations of 10 key calculator, telephone systems, copier, scanner, and other office equipment. Must have basic knowledge of Microsoft office computer software (Word, Excel, PowerPoint). Additional familiarity with Intuit Quick Books or other accounting software is preferred. Must possess expert oral and written communication skills in the English language, additional language skills in Spanish preferred.



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### **Other Requirements:**

- Type 40 words per minute accurately.
- The applicant must be able to manage multiple taskings and perform under stress.
- The applicant must comply with the City's drug free workplace policy.
- The applicant must regularly and predictably report to work on time and remain on duty for the duration of the workday/shift.
- The applicant must be able to bend and lift 30-pound boxes of paper documents.
- The applicant must be able to follow established policies and procedures.
- The applicant must work cooperatively with fellow employees and a supervisor.
- The applicant must be able to understand verbal and written instructions quickly and act upon those instructions quickly and correctly.
- The applicant must be able to handle large sums of money quickly and accurately.
- The applicant must pass a criminal history background check.
- The applicant must be able to be bonded.
- The applicant must participate in training opportunities as determined by the city administrator or city clerk.

### **Job Hours:**

Part-time, no more than 20 hours per week. Typical work week includes two 8-hour shifts per week during regular business hours scheduled between Monday and Thursday.

### **Compensation:**

Starting at \$12.00 per hour, to be reviewed during annual evaluations with appropriate salary increases.

### **Probationary Period:**

This position requires a six-month probationary period to demonstrate the abilities and aptitudes to perform the duties of the job before permanent employment.

### **How to Apply:**

Please complete an application by visiting <https://www.martindale.texas.gov/2215/Job-Announcements>