

City of Seymour

Job Description

Job Title:	Deputy to Clerk Treasurer	
Department:	Clerk-Treasurers Office	
Work Schedule:	8:00 AM – 4:30 PM, M-F	
Supervised by:	Clerk-Treasurer	FLSA Status: Non-Exempt
Supervises:	None	Status: Full-Time
Date Written:	1/30/02	
Date Revised:	09/28/2026	

1st Deputy is responsible for assisting the Clerk-Treasurer and Department Directors with general administration. Involves serving and responding to the general public and various bookkeeping and clerical tasks.

General Duties:

1. Prepares and processes bills for the City, including verifying costs against documentation, determining appropriate fund account numbers, obtaining signatures if missing, posting in computer, and completing and tracking purchase orders.
2. Write receipts for individuals or departments.
3. Provides monthly appropriations report to department heads. Keep track of budgets.
4. Works with all department heads regarding money issues.
5. Works with State Board of Accounts to ensure accurate record keeping.
6. Issue gas cards.
7. Update vehicle list with insurance company. Maintain files for vehicle titles.
8. Perform monthly bank reconciliations and make daily bank deposits.
9. Follow-up any discrepancies or problems with invoices.
10. Maintain a Grant Ledger.
11. Maintain files for the Clerk-Treasurer.
12. Occasionally help take in sewer bills.
13. Attend meetings (Board of Works and Council meetings) when Clerk-Treasurer is unable to attend.
14. Perform other duties as assigned by the Clerk-Treasurer.

Physical Effort:

Needs to perform duties in a standard office environment which may involve sitting for long periods of time and lifting objects weighing less than 25 pounds. Employee rarely required to work evening or weekend hours.

Working Conditions:

Employee maintains frequent contact with co-workers and the public for the purpose of exchanging information. Employee also frequently works with little or no supervision.

Education:

Business and computer education in a vocational, technical or college setting desirable.

Work Experience/Job Requirements:

Experience in dealing with general public.

Some accounting experience required.

Computer skills required Microsoft excel, word and outlook.

Must speak fluent English.

Must be able to be bonded and a notary public.

This description is intended to describe the type and level of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person so classified.