



Deputy Clerk Position Profile

Position: Deputy Clerk

Description: The City of Riverside, Iowa, is accepting applications for a full-time Deputy Clerk. At-will position appointed by the City Council and reports directly to the City Administrator. The Deputy Clerk is responsible for supporting the administrative operations of the City.

Schedule: Generally, 32 to 40 hours per week, Monday through Friday. The Deputy Clerk may be required to work additional hours or to change hours with minimal notice because of operational needs. Attending meetings outside of business hours may be required on an occasional basis due to staff availability.

Rate of Pay: \$20-24/hour, dependent on qualifications, with full range of benefits.

Skills & Qualifications:

Education/Training: High School Graduate or equivalent required.

Work Experience: Two (2) years of work experience in an office environment, or an equivalent combination of education, training, and experience that provides the knowledge, skills, and abilities necessary to perform the essential functions of this position.

Technology: Proficiency with Microsoft Office required. Applicants must be able to learn and be proficient with essential workflow applications such as Laserfiche and Tyler Technologies ERP Pro.

Driver's License Required: Possession of a valid Driver's License is required. Must be bondable.

Special Abilities: Must have good organizational skills, must be able to manage multiple workflow processes, and have strong communication skills to interact with staff, elected officials, and residents.

Physical Requirements: Must be able to lift objects weighing more than 40 pounds on an occasional basis and carry, push, or pull them up to 15 feet unassisted; must be able to stand, sit, listen, and watch for extended periods of time.

Mental Requirements: Must have the ability to prioritize, plan, and schedule a variety of activities in accordance with established deadlines; must be capable of

performing under moderately to highly stressful conditions created by the need to provide accurate solutions to problems and meet citizens' expectations under time deadlines. Must be able to embrace change as well as new processes and procedures.

Duties & Responsibilities:

- Handles routine correspondence and phone calls for the City.
- Order or purchase City supplies as needed.
- Processes daily mail and distribution.
- Maintain City social media, website, and public information channels.
- Schedule meetings and coordinate meeting logistics.
- Draft, edit, and format letters, reports, and memos as directed.
- Process customer payments.
- Maintaining accurate resident and vendor records.
- Assist with records management, data entry, and process development.
- Exercise professional decision-making in a manner that is in accordance with applicable laws and ethical best practices.
- Provide backup to the City Clerk as needed.

Works Closely with: This position works closely with the City Administrator and City Clerk in performing all aspects of their duties and those that may be assigned periodically. The Deputy Clerk will also work with the Mayor, City Council, staff members, associates, and members of the public.

Disclaimer: All duties and requirements in this job description have been determined by the employer to be essential job functions and are consistent with ADA requirements and are representative of the functions that are necessary to successful job performance. They may not, however, reflect the only duties performed. Employees in this job class will be expected to perform other job-related duties when it can be reasonably implied that such duties do not fundamentally change the basic requirements, purpose, or intent of the position.

Residency Requirement: Must reside within 20 miles of Riverside City limits or be willing to relocate.

Submit Application: Applications should be submitted via email to cityadmin@riversideiowa.gov. Application materials requested include: a cover letter, resume, salary history, and three (3) work-related references. Apply by August 30, 2025 by 11:59 PM. Late submittals will not be considered.

The City of Riverside, Iowa is an equal opportunity employer.