

City of Bridgeport, 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, 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, 401 Simple IRA, and employer-paid health insurance are included with the benefits package. Interested candidates may obtain an application packet with instructions by emailing a request to dhuck@cityofbport.com with the subject line "Deputy Clerk Application" or an application is available online at www.bridgeportne.gov. Applications will be accepted until the position is filled. The City of Bridgeport is an Equal Opportunity Employer. This position is subject to Veteran's Preference.

APPLICANT INSTRUCTIONS

Thank you for your interest in the Deputy Clerk position. Please find the following instructions for submission of your application for this position.

City of Bridgeport is seeking applicants for the position of Deputy Clerk. This is a Full-time position.

Please complete the enclosed Application along with ALL attachments (Cover Letter, Resume, and References) as set forth in said Application. The City reserves the right to reject incomplete applications, and/or applications that are lacking the requested information or documents.

Please submit applications via PDF format to Dori Huck at dhuck@cityofbport.com. Although email is the preferred method for submission, if submission via PDF format is not possible, please submit your completed application (including all attachments) to Dori Huck at City of Bridgeport 809 Main Street, PO Box 280, Bridgeport, NE 69336.

Any questions regarding the application process or about the position should be directed to Dori Huck at the above-referenced contact email.

Applications are accepted until the position is filled

City of Bridgeport
Equal Employment Opportunity Employer
Application for Employment
Deputy Clerk (Full-Time)

This application is good for six (6) months or until the position is filled.

City of Bridgeport assures equal employment opportunity to applicants and employees in all aspects of personnel administration without regard to political affiliation, race, color, national origin, sex, age, marital status, pregnancy, mental or physical disability, genetic information, religion, military status, or any other prohibited basis of discrimination, as provided under applicable state and federal law. This position will be subject to Veteran's Preference per Nebraska law.

FEDERAL LAW OBLIGATES US TO PROVIDE REASONABLE ACCOMMODATION TO THE KNOWN DISABILITIES OF APPLICANTS AND EMPLOYEES, UNLESS TO DO SO WOULD POSE AN UNDUE HARDSHIP. PLEASE FEEL FREE TO LET US KNOW IF YOU NEED AN ACCOMMODATION TO COMPLETE THE APPLICATION PROCESS OR TO PERFORM ANY ESSENTIAL ELEMENTS OF THE POSITION SOUGHT.

Type of Work Desired (CHECK ALL THAT APPLY):

Full-Time Part-Time Regular Temporary

Have you ever been employed here before? Yes No If yes, give date: _____

Have you filed an application here before? Yes No If yes, give date: _____

Applicant's Name (Last, First, Middle Initial): _____

Street Address: _____

City, State, Zip Code: _____

Home Telephone Number: _____ Work Telephone Number: _____

Position Applied For: _____ Date Available for Work _____

How did you learn about the job you have applied for? (Be specific as to the source.) _____

Are you legally authorized to work in the United States? Yes No

If hired, you will be required to submit documents sufficient to establish employment authorization and identity in compliance with the Immigration Reform and Control Act of 1986. While you need not provide this proof of citizenship or immigration status at the time you are interviewed, please be prepared to assure us that you can do so immediately upon being hired if you receive an offer of employment.

Have you ever been convicted of, pleaded guilty to, pleaded no contest or nolo contendere to, been paroled for, received probation or deferred judgment for, or received a suspended imposition/execution of sentence or judgment for any felony or misdemeanor (other than a minor traffic violation) in any jurisdiction? Yes No

Do you have any pending criminal charges in any jurisdiction (other than a minor traffic violation) that have not yet been fully resolved or disposed of? Yes No

If yes to either question, please provide details (date, jurisdiction, crime involved, disposition, current status, etc.): _____

(Conviction or pending arrest will not necessarily disqualify you from employment. The recency, severity, and pertinence of the conviction or pending arrest to the job will all be considered.)

EMPLOYMENT RECORD

List below the positions you have held, starting with your present employment. If more than one position or classification has been held with a given organization, list each position or classification as a separate period of employment. Under "Specific Duties," describe clearly the tasks you performed and the nature of your supervisory, technical, or other responsibilities. Please be complete. Your employment history may be verified by contacting previous employers. Volunteer, military, or unpaid experience will be evaluated in the same manner as paid employment and should be entered in the same manner. If you need more space, attach a separate sheet of paper. Please exclude organization names that indicate, for example, race, color, religion, sex, disability, or national origin.

Employment Information	Description of Duties
Employer/Kind of Business	Position Title
Street Address	Specific Duties
Immediate Supervisor/Title	Telephone Number
Dates of Employment (Month/Year) From: _____ To: _____	Hourly Rate/Salary Starting: _____ Final: _____
Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/>	
Reason for Leaving	
Employment Information	Description of Duties
Employer/Kind of Business	Position Title
Street Address	Specific Duties
Immediate Supervisor/Title	Telephone Number
Dates of Employment (Month/Year) From: _____ To: _____	Hourly Rate/Salary Starting: _____ Final: _____
Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/>	
Reason for Leaving	
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Dates of Employment (Month/Year) From: _____ To: _____	Hourly Rate/Salary Starting: _____ Final: _____
Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/>	
Reason for Leaving	

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Employer/Kind of Business	Position Title
Street Address	Specific Duties
Immediate Supervisor/Title	Telephone Number
Dates of Employment (Month/Year) From: _____ To: _____	Hourly Rate/Salary Starting: _____ Final: _____
Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/>	
Reason for Leaving	

EDUCATION/SKILLS RECORD

Please list education or specialized experience that relates to the position(s) for which you are applying. Exclude names or terms that indicate, for example, race, color, religion, sex, disability, or national origin.

Circle Highest Grade Completed: 6 7 8 9 10 11 12 College: 1 2 3 4 5 ___ Did You Graduate? ___Yes ___No

Post- High School	Name of School	From	To	Major	Degree Type
College/University					
Graduate School					

If required by the job you have applied for, have you had training/course work or experience in (please check those that apply):

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Municipal Budgets | <input type="checkbox"/> Microsoft Word | <input type="checkbox"/> Microsoft Excel | <input type="checkbox"/> Microsoft Outlook |
| <input type="checkbox"/> Management | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Adobe PDF | <input type="checkbox"/> Employment Law |

Please list any other types of equipment you can operate or skills you possess, which you feel would be an asset in the position for which you are applying: _____

LICENSES AND CERTIFICATES

If a license, certificate, or other authorization to practice a trade or profession is required for the position for which you are applying, complete the following questions:

Name of Trade or Profession	License Number
Granted by	City and/or State
Specialty	Licensed From: To:

COVER LETTER, RESUME, AND REFERENCES

Please attach hereto as part of this Application a **Cover Letter** of no more than one (1) page in length setting forth your rationale for seeking this position, and your desired goals if you were to be hired for said position.

Please attach hereto as part of this Application a **Resume** of no more than one (1) page in length setting forth any additional information that you wish the City to consider in evaluating your fitness for this position.

Please attach hereto a list of **References** of up to five (5) people who are in a position to comment upon your abilities for this position. Please include the name, address, and telephone number of each individual. Individuals may be contacted by the City.

APPLICANT'S STATEMENT

These answers are true and complete to the best of my knowledge. I understand that any false, omitted, or misleading information in connection with this application or during the interview process will result in rejection of my application or termination of my employment if I am hired, regardless of when discovered.

I also understand that any offer of employment may be conditioned upon a health evaluation by a doctor selected by the City to determine whether I can perform the job duties. In addition, I understand a drug or alcohol test may be required, depending upon City policy. I authorize the City to make a thorough investigation of my past employment, education, criminal history, job-related activities, and other relevant background information, and I release from all liability all persons, companies, and corporations providing such information, either in writing or orally. I also indemnify this City against any liability that might result from making such investigation.

Additionally, I authorize the City to supply my employment record, in its sole discretion, in whole or in part, to any prospective employer, government agency, or other party with an interest that the City deems appropriate.

Additionally, I understand that nothing contained in this employment application or in the granting of an interview is intended to create a contract between City of Bridgeport and myself for either employment or for the providing of any benefit arising from employment. No promises regarding employment have been made to me. I understand that if an employment relationship is established, I have the right to terminate my employment at any time and City of Bridgeport retains the same right, regardless of any oral representations to the contrary. Any changes in this "at will" employment relationship must be made in writing and approved by the City Council.

SIGN HERE _____
Applicant's Signature (Use Ink or Electronic Format)

_____ Date

NOTE: UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED.

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.