



Town of Mt. Olive

501 Main Street
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601-797-3496

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Job Title: Deputy City Clerk
Work Hours: Full Time

Effective Date: April 2023

Job Summary

Under the supervision of the Mayor of the Town of Mount Olive and City Clerk the Deputy Clerk performs a wide variety of tasks necessary for proper financial management and operation of the water utility, tax collections and court. This is a full-time position that works under minimum supervision. The position is hired by the full Board of Aldermen. There may be a probationary period.

Education and Experience:

This position requires at minimum a high school diploma or equivalent and at least two years' cash accounting experience working at a public or private organization, preferably with a high level of customer contact.

Other Requirements:

Because this position is charged with the responsibility of handling the cash assets of the municipality, the person filling this position must be bonded and as a result no person with a felony criminal record can be considered for this position. This position also requires a basic knowledge of computer operation, preferably with experience with accounting or billing software. There will be no waivers granted to the above requirements.

Operational Duties:

- Prepares bills by posting meter readings, printing and mailing bills each month.
- Receives, receipts, and posts water utility payments, tax payments and court payments.
- Prepares reports including aged accounts receivables, cut-off listing, consumption summaries, billing registers, taxes (property and privilege) current and delinquent notices.
- Performs general office duties such as order office supplies as needed, answering correspondence and forwarding to appropriate addressees as needed, maintaining correspondence files, and other clerical tasks as assigned by the City Clerk.
- Assists with the Town of Mount Olive Sr. Citizens Center.
- Performs any other duty as deemed necessary for daily operations.

Duties Related to the Management and Administration of the System:

- Works closely with the Public Works Director in procuring equipment, supplies, and outside services.
- Handles customer inquiries and complaints related to tax and water service and billing.

Required Knowledge and Skills:

- Extensive knowledge of cash accounting procedures, internal controls, basic math principles, & office management.
- Working knowledge of computers, software applications, and office equipment.
- Ability to sort, classify, code, and otherwise assist in the preparation of monthly water and tax billing.
- Exceptional customer service skills and proper telephone etiquette.
- Ability to respond to inquiries from the public and provide assistance.
- Ability to understand and follow oral and written instructions.
- Ability to communicate effectively orally and in writing
- Ability to establish and maintain effective working relationships both internally and externally.