



City of Oxford

205 N Augusta Ave

PO Box 481

Oxford, IA 52322

319-828-4742

oxfordcityhall@southslope.net

July 27, 2026

Deputy City Clerk

Part time- 25 Hours a week

Compensation: Starting at \$18.00 per hour, with the opportunity for a higher starting wage commensurate with qualifications and experience.

Hours: Work Schedule to be determined upon hire.

The Deputy City Clerk will be present for 25 hours a week and hours worked will be set forth by the City Clerk and Mayor. This position provides administrative support to the City Clerk and has direct contact with citizens on a daily basis. Deputy City Clerk will fall under the supervision of the City Clerk.

Essential Duties and Responsibilities

The duties listed below are representative of the position but are not intended to be all-inclusive. Additional duties may be assigned as needed.

Administrative Responsibilities

- Provide exceptional customer service to residents, businesses, and visitors.
- Answer and direct telephone calls, emails, and walk-in inquiries.
- Assist with daily office operations and administrative tasks.
- Maintain accurate records and filing systems.
- Prepare correspondence, reports, and other documents as requested.
- Attend City Council meetings as directed and assist with meeting preparation and follow-up.
- Learn System and navigation with running reports and day to day tasks.

Financial Responsibilities

- Process utility billing, payments, and customer account inquiries.
- Process Payroll.
- Assist with accounts payable and accounts receivable.
- Assist the City Clerk with monthly reconciliations and financial reporting.
- Assist in preparing annual financial reports and other required governmental reports.
- Maintain confidentiality of financial and personnel information.

Operational Responsibilities

- Assist in maintaining City Hall office supplies and organization.
- Perform light cleaning and general upkeep of City Hall as assigned.
- Complete other office duties and special projects as assigned.

Backup Duties

In the absence of the City Clerk due to vacation, illness, training, or other approved leave, the Deputy City Clerk may be required to assume additional responsibilities and work an adjusted schedule to ensure continuity of City Hall operations.

Qualifications

- High school diploma or equivalent required.
- Previous administrative, bookkeeping, customer service, or municipal government experience preferred.
- Proficiency with Microsoft Office and general office equipment.
- Strong organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Ability to maintain confidentiality and exercise sound judgment.
- Ability to work independently while collaborating effectively with elected officials, staff, and the public.

Knowledge, Skills, and Abilities

- Knowledge of general office practices and procedures.
- Ability to accurately process financial transactions.

- Ability to prioritize multiple tasks in a fast-paced environment.
- Strong customer service and interpersonal skills.
- Ability to learn municipal software and government procedures.
- Ability to establish and maintain effective working relationships with coworkers, elected officials, and the public.

Signatures:

Deputy City Clerk-

City Clerk-

Mayor-