

## **TOWN OF HOTCHKISS, COLORADO**

### **Deputy Town Clerk**

**Department:** Administration  
**Work Location:** Town Hall  
**FLSA Status:** Non-Exempt  
**Wage Range:** \$21.44 per hour to \$26.12 per hour  
**Effective Date:** November 25, 2025  
**Revision Date:**

#### **GENERAL STATEMENT OF DUTIES**

Performs administrative support duties in the areas of accounting, Town Clerk, and general office functions for the Town.

#### **ESSENTIAL DUTIES**

*The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Town of Hotchkiss retains the right to modify or change the essential and additional functions of the job at any time.*

- Performs backup and assists with official administrative duties on behalf of the Town. Attends Town Board meetings; takes, drafts, and finalizes meeting minutes for Board approval; and publish minutes, enacted ordinances, and resolutions approved by the Board.
- Prepares payroll that includes collecting time reports, data entry, payroll compilation and check preparation. Maintains information and provides W-2 forms; completes quarterly and annual reports.
- Assists Town Clerk with elections; orders supplies; provides public with information; publishes notices; assists in training election judges. Keeps informed about changing laws.
- Retains records and files documents. Disposes of materials no longer necessary to keep. Maintains the Town's official records: develops and updates retention and destruction schedules. Researches minutes and documents for information requested.
- Prepares bills and collects monies for utilities, taxes, business/animal license fees, court fines, and other monies due the Town. As well as accounts receivable.
- Performs accounts payable using or assigning appropriate account numbers and preparing appropriate checks.

- Assists with the processing of liquor licensing, posts notices, and advises applicants requesting liquor licenses. Issues all other Town permits and licenses.
- Answers the telephone and waits on customers at counter. Responds to questions of the public; researches payments due, receives monies and prepares receipts of same. Provides clear, concise and accurate customer service to ensure satisfaction.
- Provides information in response to internal or external requests for records information, CORA (Colorado Open Records Act).
- Monitor water meter usage for leaks. Inform customers and Public Works of possible related leaks. Make changes to account information for owners or tenants.
- Performs updates to and maintains the Town website to accessible standards.
- Sorts, processes, and distributes incoming and outgoing mail.

#### **ADDITIONAL DUTIES**

- Perform other duties as assigned and required.

#### **REPORTING RELATIONSHIPS:**

**This Position Reports to:** Town Clerk.

**This Position has Supervisory and/or Management Responsibility for:** None.

#### **EXPERIENCE AND TRAINING:**

**Education and Experience:** High School diploma or GED equivalent. Additional coursework in accounting is helpful. At least 2 years of directly related office or clerical experience.

**Special Qualifications:** Caselle and Microsoft Suite knowledge preferable. Obtain Notary Public within 30 days.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Skill and ability to keyboard efficiently and accurately while using a computer.
- Possesses the knowledge and skills in basic bookkeeping and accounting.
- Knowledge, skill, and ability to compose and format business letters and minutes.

- Knowledgeable and able to communicate with the public in a friendly, professional manner.

**EQUIPMENT USED:**

Computer, printer, copier, fax, 10-key calculator, and telephone.

**ENVIRONMENTAL CONDITIONS:**

Duties primarily involve sitting—plus standing and walking—in an indoor, protected environment. The incumbent may be exposed to adverse weather conditions and/or unfavorable traffic conditions while driving to meetings and appointments.

**PHYSICAL REQUIREMENTS:**

- Ability to conduct activities involving occasional walking, and frequent standing and sitting.
- Ability to lift or carry items up to 25 pounds that include records, paper boxes, mail, files, and maps.
- Ability to conduct activities involving climbing, balancing, stooping, kneeling/bending, crouching, crawling, twisting, climbing, and reaching on a limited basis.
- Ability to participate in routine conversation in person or via telephone and can distinguish telephone, voice and other auditory tones to respond to the public.
- Ability to distinguish objects in low and bright light using visual capacity including peripheral vision, depth perception, color vision, and far and near acuity to conduct responsibilities of the position.
- Ability to use a computer for prolonged periods of time.

**OTHER REQUIREMENTS:**

- Ability to understand verbal information and instruction. Ability to exchange information with others and to develop and present recommendations.
- Ability to read and understand written information. Ability to compose information and instruction in written form.
- Ability to translate verbal communication into effective written material, e.g. reports and other documents.
- Ability to use mathematical reasoning is necessary to carry out the regulations and requirements.

- Ability to utilize analytical skills and apply results.
- Ability to attend events or meetings before or after normal business hours.
- Training to stay current with State and Federal law.

This job description has been reviewed and approved.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date