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| Job Title: | Deputy Clerk/Grants Administrator | Job Category:  | Salary |
| Department/Group: | Clerk-Treasurer | Job Code/ Req#: |  |
| Location: | City Building | Travel Required: | Rare (for training & meetings) |
| Level/Salary Range: | $28,000 - $31,000 annually | Position Type: | Full-time |
| HR Contact: | Stacy Cox | Date posted: | 2-6-17 |
| Will Train Applicant(s): | Stacy Cox | Posting Expires: | 2-17-17 |
| External posting URL: | Cityoflogansport.org |
| Internal posting URL: | Cityoflogansport.org |
| Applications Accepted By: |
| Applications can be printed from the city website or picked up in the Clerk-Treasurer’s Office.Fax or E-mail:(574) 753-9878 or scox@cityoflogansport.org Subject Line: Deputy Clerk Position**Attention:** Stacy Cox | Mail:Stacy CoxClerk-Treasurer’s Office601 E. Broadway, Suite 203Logansport, IN 46947 |
| Job Description |
| Role and ResponsibilitiesThe role of Deputy Clerk/Grants Administrator will report to the Clerk-Treasurer and be responsible for grants and other duties as assigned including:* Grant Administration - Processing all grant claims and all reporting for grants of the City of Logansport. All items will be reviewed by the Clerk-Treasurer.
* Document Retention – Responsible for tracking, labeling and disposing of documents per our retention schedule.
* Fixed Asset Inventory – Record acquisition and disposal of capital assets based on current ordinance. Prepare annual summary of fixed assets for Clerk-Treasurer.
* Assist with any annual reports, audits or monitoring when needed.
* Other miscellaneous duties as assigned by Clerk-Treasurer or Chief Deputy including filling-in or assisting other office staff if requested.

Skills, Qualifications, and Education RequirementsAssociate’s or Bachelor’s degree preferred. Grants experience very helpful. Must have strong computer skills including Microsoft Office, specifically Word and Excel. Candidates must possess strong organizational skills, great attention to detail, and be able to work independently. Excellent customer service will be required as well. Candidate must be willing to work as a team to accomplish the common goal of the department.  |
| Approved By: | Stacy Cox, Clerk-Treasurer | Date: | 2-6-17 |
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