

Job Description for:

City of Overbrook Assistant City Clerk

The City of Overbrook is an Equal Opportunity Employer and will make reasonable accommodations to enable individuals with disabilities to perform essential functions.

General Definition of Work:

The Assistant City Clerk will represent the City of Overbrook in the day-to-day operation of City Hall. The City Clerk, Mayor and City Council will provide technical support and assistance.

Job Duties:

The Assistant City Clerk Job Duties shall include:

Answering the phone; checking and working with the voice mail system; accounts payable; processing payroll; assisting customers; processing utility billing payments; copying; scanning; faxing; filing; typing documents; generate the monthly newsletter; monitor & post on the city's facebook page; attend and prepare council meeting minutes; assemble information for Council Meetings; work with and order office inventory; assist with building permit processing; enter animal control information in system; pick up and sort the daily mail; cover the office as needed when the City Clerk is absent.

Other duties may be assigned.

Job Requirements:

- Requires HS Diploma/GED
- Familiarity with Microsoft Office & Adobe Software
- Familiarity with basic bookkeeping and accounting software
- Knowledge of fund accounting is a plus

Hours and Compensation:

This is a full time, non-exempt position with benefits. Salary rate of at least \$18-20/hour based on qualifications and experience.

Updated 2025