

Town of Highland
Office of the Clerk-Treasurer
Posted: Monday, April 25, 2022

Notice of Available Position

The Office of the Clerk-Treasurer of the Town of Highland is seeking the best candidate for the full-time position of Deputy Clerk-Treasurer. The position involves use of a cash register, typewriter, desktop computer, and computer applications such as Microsoft Word® and Microsoft Excel® as well as a special fund accounting application licensed to the Town from a proprietary vendor. Candidate should possess integrity, honesty and excellent interpersonal communication skills. A bachelor's degree in a related discipline *or relevant work experience* desirable. A master's degree welcomed. Candidate should have supervisory experience or a high likelihood of success in such a position. Additionally, candidate should be a self-starter, facile learner, possess basic public accounting skills, ability to multi-task, and should be professional in comportment. Work schedule involves forty (40) *or more* hours a week. A Position summary is included. Loyalty and integrity.

Pursuant to Compensation and Benefits Ordinance, commonly known as the Municipal Employees' Handbook, passed and adopted as Ordinance No. 1378, *as amended*, please be advised of this Notice of the following Available Position as Described herein.

Interested members of the municipal workforce and others are invited to file a letter of interest along with a current resume with the Office of the Clerk-Treasurer, not later than 4:30 p.m., at the conclusion of the posting period.

Position:	Deputy Clerk-Treasurer
Classification:	Confidential, supervisory Staff, Exempt Position
Salary:	DOQ. Biweekly salary starts at \$1,961.01 capped at \$2,054.32; May be higher with certain certifications.
Department/Office:	Office of the Town Clerk-Treasurer

POSITION SUMMARY: This descriptive summary is subject to revision. The following is offered as a cursory overview and is not to be considered exhaustive. This full-time position is a supervisory, *confidential employee*, directly appointed by and serving at the pleasure of the elected Clerk-Treasurer. The Deputy Clerk-Treasurer assists the elected Clerk-Treasurer in the administration of the Office of Clerk-Treasurer. The deputy clerk-

treasurer may act in the stead of the clerk-treasurer and exercise all the powers of the clerk-treasurer except those expressly proscribed. Further, this position involves overseeing and performing the receipt and disbursement of funds, maintenance of records, and generation of financial reports and statements for the Town of Highland. This position is unique in municipal government, as it must perform in a professional workplace while working closely with a department head, who is also an elected officer of the municipality. In all cases of resident and fellow worker contact, Deputy Clerk-Treasurer will exhibit a professional decorum and a positive outlook in the performance of the Deputy Clerk-Treasurer Duties. Job description available upon request.

The position's Department Head is the Clerk-Treasurer.

The position's General Supervisor is the Clerk-Treasurer.

The position's Immediate (first line) Supervisor is the Clerk-Treasurer.

A complete Job Description is on file in the Clerk-Treasurer's office and is available upon request.

This position is exempt for the purposes of the Fair Labor Standards Act. Further, the *position is considered a confidential, at will appointment of the Clerk-Treasurer, serving at the pleasure of the appointing officer, pursuant to IC 36-5-6-7.*

At present, office working hours are Monday through Friday, from 8:15 a.m. to 4:45 p.m. A previous schedule included Saturdays from 9:00 a.m. until 12:00 noon. but that has been suspended indefinitely. However, employees may be additionally or alternatively scheduled as needed. Under current terms, employees have a **half hour for lunch, which** is non-paid. Further, employees are granted one 15-minute break for each four hours of work with one to be taken in the morning segment and one to be taken in the afternoon segment. Under the Fair labor Standards Act, because these breaks are less than twenty (20) minutes in duration, employees are paid for this time. Further pursuant to current terms, these breaks may be taken at other times with the permission of the Department head.

Employees in the Office of the Clerk-Treasurer participate in the benefit plan of the Town of Highland. It is subject to change with notice. The current benefit plan includes:

- After completion of 12 months continuous employment employee is eligible for 6 personal days off with pay a year. These are cumulative not to exceed 20.
- Worker's compensation.
- After completion of 12 months continuous employment employee is eligible for up to ten (10) days of paid vacation.
- Ten days paid holidays each year after 30 days of employment.

- Medical and dental insurance to which an employee contributes a bi-weekly premium withheld from bi-weekly pay. Also an Employer paid AD& D insurance policy is provided for which the worker pays only \$1.00 annually. Also, Worker may elect to participate in a higher deductible group health plan, and receive quarterly contributions to a worker established (high deductible) Health Savings Account (H.S.A.)
- Longevity bonus pay based upon schedules of tenure at beginning after one year of service and increased each year up to and including 30 years.
- Defined benefit pension through the Indiana Public Retirement System (INPRS).
- A Section 457 Plan (deferred compensation) is available.
- A Section 125 Plan with flexible medical/health/daycare/ savings account is available.
- Employee eligible for free membership in municipally operated Fitness Center as part of wellness program.

The Town of Highland is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.