

**ADAMS FIRE DISTRICT
POSITION DESCRIPTION**

JOB CLASSIFICATION TITLE: Assistant Clerk and Treasurer

**Responsible for Duties of the Clerk & Treasurer in the
Absence of the Clerk & Treasurer
Accounts Receivable, Accounts Payable
Assisting Clerk and Treasurer in his duties,
Customer Service and other General Office Duties
Monthly Meter Billing**

DUTIES & RESPONSIBILITIES

- *Maintain and update customer database to ensure accurate billing**
- *Inform Fire District Superintendent of any meter related problems**
- *Work with Administrative Assistant and Bookkeeper on Shut Off Notices**
- *Work with Clerk and Treasurer and Bookkeeper to prepare Payroll, Warrant & Transfers**
- *Work with Clerk and Treasurer and Bookkeeper to prepare Warrant and Recommendations for Annual Fire District Meeting**
- *Attend, record and prepare minutes of monthly Prudential Committee meeting and all other posted meeting**
- *Work with Clerk and Treasurer and Bookkeeper to prepare Annual Report**
- *Work with Clerk and Treasurer and Bookkeeper to prepare Annual Budget**
- *Provide assistance to the Clerk and Treasurer and Bookkeeper with Annual Audit**
- *Assist Bookkeeper and Clerk and Treasurer in preparing W2's for all District employees**
- *Assist Bookkeeper with the Lien process**
- *Perform clerical accounting and administrative work in Accounts Receivable**
- *Post payments and run off "Receivables Report" after cashing up for the day and in the absence of the Clerk and Treasurer, prepare the deposit and enter data into computer**
- *Prepare monthly report of "Accounts Receivable" including the distribution of daily payments made and totals of all outstanding monies owned the District**
- *Provide clerical support to the Clerk and Treasurer, Bookkeeper and Fire District Superintendent as needed**
- *Assist Office Manager in preparing hiring documents and processing Cori checks**
- *Responsible for ensuring daily back-up of the District's computer system and maintaining Website**
- *Fulfill necessary job functions of other administrative employees during their absence**
- *All other related tasks at the discretion of the Clerk and Treasurer/Office Manager**

Approved by the Prudential Committee 11/21/2016

PAY SCALE - FY2026

Position: Assistant Clerk/Treasurer

	<u>START</u>	<u>6 mos.</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	<u>STEP 6</u>	<u>STEP 7</u>	<u>STEP 8</u>	<u>STEP 9</u>	<u>STEP 10</u>
Hourly rate	\$27.49	\$28.18	\$28.88	\$29.60	\$30.34	\$31.10	\$31.88	\$32.68	\$33.49	\$34.33	\$35.19	\$36.07

STEP 11 STEP 12 STEP 13 STEP 14 STEP 15

Hourly rate	\$36.97	\$37.90	\$38.84	\$39.81	\$40.81
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This new pay scale includes a 3% COLA and 5 step increase effective July 1, 2025