



614 5th STREET, P.O. BOX 369
PERU, NE 68421

CITY OF PERU

WEBSITE: PERUNE.GOV

PHONE: (402) 872-6685

cityclerkcityofperu@gmail.com

Deputy City Clerk

Department: City Clerk's Office

Reports to: City Clerk/Treasurer

Employment Type: Part-Time

Location: Peru, Nebraska

Pay: Starts at \$20.00/hour. Depending on experience.

Starting Date: July or August 2026

DESCRIPTION:

The Deputy City Clerk provides support to the daily operations of the City Clerk/Treasurer's office. These responsibilities include office management; supervisory duties; payroll; accounts payable and receivable; managing the utility billing software; creation of meeting agendas and minutes; records management; and other functions. This position is responsible for important clerical work requiring accuracy and attention to detail. This position also involves using good judgement to effectively operate the City Clerk/Treasurer's office.

ESSENTIAL FUNCTIONS:

- Serves as the "front-desk" of City Hall and interacts with members of the community, stakeholders, and vendors alike.
- Generates monthly utility bills, calculates customer balances, receives and processes utility payments, prepares collection notices for delinquent accounts, and manages customer accounts.
- Together with the City Clerk/Treasurer, issues and collect fees for various permits and licenses to the public including pet licenses/tags, liquor licenses, tobacco licenses, building permits, peddlers/solicitors permits, etc.
- Maintains the official records and other city documents. Keeps and organizes paper and digital records with the City Clerk/Treasurer.
- Manages financial transactions and records together with the City Clerk/Treasurer. Further serves as an Authorized Signer on all City Bank Accounts.
- Manages accounts payable and receivable including the preparation of claims and financial documents for committees and city council when required.
- Accepts and processes public records requests under Nebraska law.
- Creates notices, agendas, and minutes for public meetings as required.
- Communicates and interacts with other public officials, stakeholders, and vendors on behalf of the city.
- Performs supervisory duties assigned by the Mayor or City Clerk/Treasurer.
- Attends City Council and other committees or commissions as required by the Mayor or City Clerk/Treasurer.
- Schedules meetings and other events for the City Clerk and Mayor. Further updates public calendar.



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- Manages City Hall reservations and takes payments.
- Serves as City Clerk/Treasurer in their absence.
- All other duties as required by the Mayor or City Clerk/Treasurer

REQUIREMENTS:

- Valid driver's license and reliable transportation.
- Must have a reliable cell phone.
- Must be at least 19 years of age at the time of hire.
- Must submit to a background check and be able to pass a drug and alcohol screening.
- A high school diploma or equivalent. And any related experience.
- Possess general computer and technical proficiency especially with Microsoft Office, email, spreadsheets, and other appropriate programs.
- A strong attention to detail and the ability to interpret municipal code and state law when required.
- Strong problem solving and adaptability skills.
- Excellent time management skills.
- Excellent communication and collaborative skills with a demonstrated ability to interact professionally with other staff, city officials, vendors, stakeholders, and the public at large.
- A strong ability to work independently, manage time effectively, be a self-starter, and meet deadlines.
- Must be bondable and able to take the Oath of Office.

PREFERRED QUALIFICATIONS:

- Post-Secondary Degree in Public Administration, Finance, or a field related to the work.
- Experience with governmental processes and office management.
- Notary Public Commission or the ability to become a notary public.
- CMC or MMC designation from the International Institute of Municipal Clerks (IIMC) highly preferred.

ESSENTIAL PHYSICAL FUNCTIONS:

Work is generally performed indoors in an office setting requiring the following:

- Ability to hear and communicate verbally and physically perform basic office functions with repetitive motions.
- Ability to perform sedentary work with exerting up to 20 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.
- Vision abilities include close vision, color vision, depth perception, and the ability to adjust focus.



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- Hand-eye coordination is necessary to operate computers and various other pieces of equipment.

The physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made.

APPLICATIONS:

Interested candidates should submit a resume, cover letter, and three references to:

Via mail:

Peru City Hall
ATTN: City Clerk
PO BOX 369
Peru, NE 68421.

Or via email: cityclerk@perune.gov.

Applications will be considered on a rolling basis and will be accepted until June 26 or until filled.

*** The City of Peru provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristics protected by federal, state, or local laws. ***