



TOWN OF HOCHATOWN, OKLAHOMA

Job Title: Assistant to the Clerk/Treasurer (Full-Time)

Reports To: Town Clerk/Treasurer

Department: Administration

Location: Hocha Town Hall, Hochatown, OK

Pay Scale: \$18-25/hour

Position Summary:

The Assistant to the Clerk/Treasurer provides administrative, clerical, and accounting assistance to ensure the efficient operation of the Town Clerk and Treasurer's Office. This position supports bookkeeping, licensing, and permitting functions, as well as records management, meeting preparation, financial transactions, court clerk duties, and customer service for residents, vendors, and town officials.

Essential Duties and Responsibilities:

- Assist in preparing agendas, meeting packets, and minutes for Board of Trustees, Planning Commission, and other public meetings.
- Perform data entry, filing, scanning, and maintaining official town records in accordance with retention policies.
- Support the Clerk/Treasurer in processing invoices, receipts, and reconciliations using financial software (e.g., QuickBooks, Paychex).
- Serve as back-up for processing payroll, utility payments, and lodging tax remittances.
- Respond to inquiries from the public via phone, email, and in person, providing accurate and courteous assistance.
- Provide clerical support for the municipal court, including citation processing and scheduling.
- Assist in election-related duties and records requests (ORR).
- Help coordinate benefit enrollments and personnel file updates for town employees.
- Monitor and replenish office supplies and prepare purchase orders as needed.
- Assist with Short-Term Rental (STR) license verification, including review of bulk license submissions and license tracking.
- Audit STR lodging tax records for accuracy, completeness, and compliance with local ordinances.
- Maintain active, accurate, and up-to-date spreadsheets to track STR license status, tax remittances, permit applications, and compliance records.
- Perform other duties as assigned by the Clerk/Treasurer or Town Administrator.

Required Qualifications:

- High school diploma or GED; associate degree or municipal government experience preferred.
- At least one year of administrative, bookkeeping, or records management experience.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook); knowledge of QuickBooks or financial/payroll systems is preferred.
- Strong attention to detail and organizational skills.
- Ability to manage multiple priorities and maintain confidentiality.
- Excellent verbal and written communication skills.
- Ability to work independently and as part of a small team.