

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Diane Ellen Huter

DEPARTMENT

Deputy Clerk-City Hall

MONTH

February 2023

TASKS COMPLETED

New employee training began with Kyla and Angie

1. Learned cash receipting and utility billing and did water bills with Kyla for the month; learning how to make weekly deposits as needed.
2. Learning process for move ins/move outs---learning how to issue late notices and red door notices. 11 notices-no disconnects.
3. Learning where things get filed on computer as well as in filing cabinet.
4. Learned how to issue dog licenses and track them for next year.
5. Learning how to record and file various reports/logs.

PROJECTS IN PROGRESS

1. Completing training as needed with Kyla and Angie
2. Getting more familiar with all processes that are required to operate daily at this position
3. Going to Suicide Prevention Training and joining AC Health Advisory Team.
4. Looking to attend annual conference
5. Attempting to get more proficient with tasks I have been trained on.

CHALLENGES / ISSUES

1. Trying to simplify processes that may currently be duplicated; cleaning out old files
2. Navigating Blue Mountain Software;
3. Attempting to help ease workload on Kyla as soon as I can.

COMMUNITY INPUT & COMMENTS

Road concerns came up more than a few times