

# City Clerk

## SUMMARY

Under general supervision, the City Clerk provides highly responsible and complex administrative support to the City Manager and City Council.

**ESSENTIAL FUNCTIONS** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Provides a variety of administrative support to the City Manager, City Council, and department heads.
- Answers phone calls; responds to public records requests, correspondences, and other requests for information; responds to and processes records request subpoenas; forwards information to appropriate parties.
- Coordinates and conducts Municipal Elections in accordance with Fair Political Practice Commission (FPPC) laws; acts as facilitator for subcontracts with County for elections.
- Attends and participates in City Council meetings; records meeting minutes; posts meeting minutes and agendas.
- Scans resolutions, ordinances, agendas, and other documents into appropriate computer system; completes scans for cannabis related Department of Justice clearance; provides feedback and recommendations on resolution claims.
- Processes Parks and Recreation applications for use; schedules City park reservations; maintains all reservation related documents and records; prepares rental billing.
- Attends staff meetings regularly; leads meetings in the absence of the City Manager.
- Assists with various City-wide events to include parades.
- Performs related duties as required or assigned.

## MINIMUM QUALIFICATIONS

### Education, Training, and Experience Guidelines

High school diploma or GED equivalent AND five (5) years of increasingly responsible administrative experience, preferably in a City Clerk's Office; OR an equivalent combination of education, training, and experience.

### Knowledge of:

- Applicable local, State, and Federal laws, codes, regulations, and ordinances.
- Municipal election procedures.
- Records maintenance, management, and retention policies and procedures.
- Proper grammar, spelling, and punctuation.
- Customer service principles, practices, and etiquette.
- Modern office practices, procedures, and equipment.

### Skill in:

- Organizing and prioritizing work.
- Preparing clear and concise reports.
- Analyzing a complex issue and developing and implementing an appropriate response
- Typing and entering data with speed and accuracy.
- Interacting tactfully and professionally with City staff, outside agencies, and the public.

- Maintaining accurate records and filing systems.
- Establishing and maintaining effective working relationships.
- Communicating clearly both verbally and in writing.

**LICENSE AND CERTIFICATION REQUIREMENTS**

Must be a certified with the National Notary Association of obtain within one (1) year of employment.

Must be a certified as a Municipal Clerk with the International Institute of Municipal Clerks or obtain certification within two (2) years of employment.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Work is performed in a standard office environment.