

CITY CLERK

Definition

Under direction, maintains official records of the City and other commissions and committees, including minutes and actions taken; provides a variety of public service activities including taking utility billing and other payments, resolving customer service problems and providing information and assistance regarding City services and procedures; performs a variety of complex and responsible office support work for City Hall staff; prepares, prepares and distributes a variety of correspondence, reports and forms; maintains accurate records and files; and performs related work as required.

Class Characteristics

This class acts as the records manager for the City, receiving official documents, maintaining records and performing a variety of office administrative work in support of City Council activities. Responsibilities include ensuring that all legal meeting notice requirements are fulfilled and that Council actions are recorded and followed through. This class is distinguished from other City office administrative classes by the legal requirements and status attendant with serving as the designate City Clerk.

Examples of Duties (Illustrative Only)

- Confers with the City Manager and the Finance/Administrative Services Director regarding the Council agenda; coordinates the preparation and distribution of agenda packages.
- Prepares and publishes legal notices of all public meetings and hearings.
- Prepares and maintains files of all City Council minutes, resolutions and ordinances; maintains files of all agreements, deeds and other required documents.
- Updates the municipal code and government code on a periodic basis.
- Publishes public notices, distributes plans and specifications, attends bid openings and prepares award for formal bid processes.
- Distributes and files nomination papers for Council candidates; maintains conflict of interest files as required.
- Prepares correspondence, reports, forms, purchase orders, labels and specialized documents from drafts, notes, previous documents or brief instructions, using a word processor or typewriter.
- Proofreads and checks materials for accuracy, completeness, compliance with departmental and City policies and correct English usage, including grammar, spelling and punctuation.
- Prepares and updates a variety of reports and records which may require the use of arithmetic calculations and the consolidation of materials from several sources.
- Establishes and maintains office files; researches and compiles information from such files and purges or transfers files as required.
- Provides information and assistance to callers at a public counter or over the telephone; resolves issues and problems; takes messages, or directs the caller to the proper individual or agency.
- Collects and receipts payments for utility billings, building, encroachment, fence and other permits, business licenses and other revenues due to the City; balances receipts and money received.
- Assists with utility and business license billing and warrant and payroll processing; maintains records regarding employee leaves.
- Opens, sorts, date stamps and distributes incoming mail; processes outgoing mail.
- Operates a variety of standard office equipment, including a computer, copier, facsimile equipment and a centralized telephone system.

Qualifications

Knowledge of:

- Functions of a municipality and responsibilities of an elected Council and appointed boards and commissions.
- Regulations and procedures regarding legal notice of public meetings.
- Applicable laws, codes and regulations.
- Standard office practices and procedures, including records management and the operation of standard office equipment.
- Business letter writing and the standard format for correspondence and reports.
- Business arithmetic
- Correct English usage, including spelling, grammar and punctuation.
- Computer applications related to the work.
- Filing principles and practices.
- Techniques for dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.

Skill in:

- Performing detailed, technical and responsible office support work.
- Applying and explaining complex laws, policies, procedures and regulations.
- Composing correspondence independently or from brief instructions.
- Making accurate arithmetic calculations.
- Preparing clear and accurate minutes, reports, correspondence and other written materials.
- Maintaining accurate records and files.
- Organizing own work and meeting critical deadlines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Typing or word processing at a rate of 40 net words per minute.

Education and Experience:

Equivalent to completion of two years of college or possession of an Associate of Arts degree in a field related to the work and three years of general office support or secretarial experience. Additional experience as described above may be substituted for the education on a year for year basis. Experience in a public agency setting is desirable.

Working Conditions:

Must be able to attend Council and other meetings during other than normal work hours as required.