

JOB DESCRIPTION

TITLE: City Clerk	PAY RANGE: Based on Qualifications
DEPARTMENT: Administration	REPORTS TO: Mayor and Board of Aldermen
CLASSIFICATION: Exempt	SUPERVISES: Purchasing Agent Deputy City Clerk Accounting Clerk
DATE AMENDED: March 2021	

Summary of Responsibilities: The City Clerk is responsible for administrative and supervisory work in the maintenance of records and documents for the Board of Aldermen and for directing a wide variety of clerical activities pertaining to the operation of the city government and shall be the general accountant of the City.

Knowledge:

- Of modern office practices and methods of receiving, depositing and disbursing large amounts of money upon proper authorization
- Of the legal requirements relating to the keeping and preserving of Board of Aldermen minutes and city records
- Of municipal laws, policies, codes and regulations
- Of orderly filing of documents
- Of municipal financial practices

Skills:

- Must be proficient with Microsoft applications and general computer knowledge
- Good oral and written communication skills
- Must be highly organized with the ability to multitask
- Good typing skills required
- Provide good customer service

Ability:

- To layout, assign, supervise and review the work of clerical staff in the performance of varied duties related to financial management
- Maintain appropriate accounting records and assist with annual audit
- Keep record of City investments
- Responsible for payroll and the filing of appropriate reports, including the quarterly 941, unemployment report and LAGERS Report. Issue W-2's and complete all year-end reports
- Keep reports and financial records related to grants awarded to the City
- Attend and keep minutes of all meetings of the Board of Aldermen

- To sign and certify city ordinances, resolutions, contracts, reports and other documents and supervises their transmittal and filing in appropriate books or other repositories
- Issue all municipal licenses and permits and keep records
- Maintain custody of the city seal, and act as the official custodian of City records
- Maintain City Cemetery records
- Maintain General Business License records
- Prepare election notices, accept candidates' declarations, file official ballot with the County Clerk for all City elections
- Notarizes City documents and keeps a journal
- Change electric and gas rates in software when needed
- Keep record of any requests for information and comply with the Sunshine law
- Ability to be bonded
- To establish and maintain effective working relationships with superiors, associates, subordinates and the general public
- To answer wide variety of questions from citizens regarding operations of city government

Education and Experience:

- High School graduate, supplemented by business school or business courses including bookkeeping/accounting. College degree preferred but not mandatory. Considerable experience in progressively responsible governmental clerical or financial work, or an equivalent combination of education and experience

Special Requirements:

- Supervisory experience
- Must be able to attend night meetings several times per month
- Cash handling
- Must possess a valid Missouri Driver's License

Authority to suspend:

The City Clerk shall have the authority to suspend, without pay, for up to fifteen (15) days, any non-elected City Officer or employee under his/her supervision for breach of any provision of the Personnel Policy or state or federal law or other provisions of the Municipal Code or for failure to perform satisfactorily the duties of such officer or employee. The City Clerk shall notify the Mayor, Board of Aldermen and the City Administrator of the circumstances of and reasons for any suspension, discharge or other disciplinary action no later than the next meeting of such Board.

Environmental Working Conditions:

While performing this job, the employee will frequently be required to sit, talk, and listen for prolonged periods of time. In addition, the employee is occasionally required to use hands to feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up heavy items. Specific vision abilities required include close vision, color vision, and the ability to adjust or focus.

Selection Guidelines:

Formal application, rating of education and experience, oral interview and reference check. Job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statements of duties does not exclude them from the position of the work other than similar, related or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee.

The candidate must pass a drug/alcohol test and a physical before job offer is finalized.