

## CITY OF HAPPY TOWN JOB DESCRIPTION

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This job description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The employee may be requested to perform job-related responsibilities and tasks other than those stated in this document. Any essential function or requirement of this position will be evaluated as necessary should an employee/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA).

### CITY CLERK

#### SUMMARY OF POSITION:

This position is located in the city of Happy Town and is under direct supervision of the City Manager. The City Clerk directs the daily activities of the City Clerk's Department, which includes the City Clerk's Office, the Water Utility Office, and the Court Clerk's Office. The work requires some degree of independent action and judgment.

The City Clerk will perform high level administrative services and otherwise relieve Department manager(s) of clerical work and minor administrative details. This position involves duties of varying complexity. Duties involve the use of initiative, discretion, independent judgment in the conduct of correspondence, statistical research, special projects and related activities based on a knowledge of administrative policies and procedures. Work also involves routine contact with citizens, City Officials, and other City personnel. Assignments are received in the form of general outlines and desired results and the employee is expected to develop methods and routines. And supervises personnel of a lesser grade.

#### ESSENTIAL JOB DUTIES:

- Assigns duties, projects, training, and monitors activity of Deputy Clerk, Court Clerk, City Clerk's department, and Water Utility Billing's department.
- Implements changes to policy or makes new policies and procedures at the direction of the City Manager.
- Processes liability claims against the city, completing appropriate paper work and submitting information to insurance company, demonstrating responsibility for communication to City Manager regarding status of claims, problems that arise and other information as needed.
- Assists to assure organizational compliance with local, state, and federal laws and regulations.
- Research and answer questions concerning ordinances, from individuals, other City employees and/or officials, etc., as needed.
- Maintains records of money received (daily and monthly) through the city court, depositing and preparing revenue reports according to established department and organization policy and procedure.
- Performs a variety of other administrative and/or clerical duties such as special assessment certificates, council campaign contribution reports, receipt and distribution of legal processes, issuance of handbill permits, etc.

- Assign work, coordinate activities, and supervise all department personnel, interpreting assignments, specifications, plans, work orders, etc., as applicable.
- Attend Council meetings, take and transcribe minutes of meetings and maintain a permanent file of all official Council activities and actions, as required by the City Charter, ordinances and all applicable state regulations.
- And other duties as assigned.

#### ADDITIONAL JOB DUTIES:

- Maintain confidential and various other records pertaining to the department's procedures and activities.
- Operate computer, typewriter, copy machine and other office equipment.
- Make reservations and/or travel arrangements for seminars and conferences for self and other department personnel.
- Maintain time records and prepare timesheets for payroll.
- Conform to the safety guidelines set by the City of Happy Town and encourages safety practices of other department personnel.
- Responsible for hiring, supervising and annual evaluation of administrative personnel of a lesser grade.
- Required to operate the voting computer during City Council meetings.

#### KNOWLEDGE, SKILLS & ABILITIES:

- Must have knowledge of modern office procedures.
- Must have skill in organizing and prioritizing projects to meet deadlines.
- Prefer knowledge of Municipal government policies and structure.
- Must have the ability to operate office equipment such as typewriter, calculator, copy machine, computers. Must possess skills with software programs such as Microsoft Word, Excel & Power Point and have the ability to learn other software as required by the position.
- Must be able to type at a speed of at least 50 wpm with no more than five (5) errors.
- Must be able to take and transcribe dictation or notes sufficiently to record minutes of meetings.
- Must have knowledge of Business English, spelling, arithmetic and vocabulary. Must be able to present items, in person and in writing, in a clear, concise manner.
- Must have skill in accurately recording and organizing information.
- Must have the ability to understand and follow oral and written instructions and to undertake responsibilities with initiative and judgment.
- Must have experience in exercising judgment, tact and diplomacy in dealing with the public, other agencies, personnel and officials.
- Ability and willingness to maintain information confidentially.
- Ability and willingness to assume responsibility for work performed.
- Set a positive example, position is one of very high integrity.
- Must be able to handle money, and account for it properly.
- Required to have or obtain Notarial Bond and Commission.
- Ability to become Notary Public
- Ability to communicate effectively verbally and in writing.
- Ability and willingness to cross train with other positions in the City Clerk's Department,

Utility Billing Department, Municipal Court, and City Manager's Office.

- Must be able to make mathematical computations accurately and with reasonable speed.

#### EDUCATION, TRAINING & EXPERIENCE:

- Graduation from high school or GED equivalent. Courses in secretarial science, Public Administration or Business Administration and/or experience in office administration work of a progressively difficult nature. Prefer college degree in related field.
- Must possess a valid Oklahoma driver's license and a driving record acceptable to the City's insurance carrier.

#### WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

- Must be able to work in an office eight hours a day, five days a week.
- Must be willing to work beyond normal working hours to attend various meetings.
- Work is primarily indoors, subject to sitting, standing, climbing or descending stairs, walking, or using a telephone for extended periods of time.
- Subject to exposure to light and glare from a computer terminal.
- Subject to noise of a computer, copying machine, ten-key or telephone.
- Subject to working in a confined area in close proximity to others with frequent interruptions.
- Some local travel may be required to conduct business, attend conferences and seminars. Some overnight and out of city travel may be required.
- Requires arm and hand steadiness and manual finger dexterity to use a keyboard, ten-key, and telephone.
- Requires vision to read and review written correspondence, reports, statistical and technical data, computer screen, etc.
- Requires hearing and speaking ability to communicate clearly and distinctly by telephone, in person or by radio.
- Ability to push, pull, or lift and carry a minimum of 25 pounds of weight.
- Ability to work independently with little supervision.
- Required to follow general office safety procedures at all times.
- Must possess mental acuity for attention to detail and accuracy.