

# City of Crescent

## City Clerk/Treasurer

### Job Description

**Exempt:** Yes  
**Department:** Administration  
**Reports To:** City Manager  
**Location:** City Hall  
**Date Prepared:** May 8, 2018  
**Date Revised:**

#### **GENERAL DESCRIPTION OF POSITION**

Serves as the City Clerk/Treasurer for the City Council and completes related statutory duties. Performs an advanced level of administrative duties. This position serves as the custodian of the corporate seal, official maps, records, ordinances, resolutions, minutes, and related materials and documents of the City. Directs and monitors the issuance of city licenses. Performs duties related to the fulfillment of Open Records requests. As assigned by the City Manager, prepares reports and coordinates projects/processes. Duties involve the use of initiative, discretion, independent judgment in the conduct of correspondence, special projects and related activities based on knowledge of administrative policies and procedures. Work involves routine contact with citizens, elected officials and other city personnel. Assignments are received in the form of general outlines and desired results. The employee is expected to develop methods and routines. Exercises trustworthy service, courtesy, tact and diplomacy in dealing with the public, City Council members, and city employees. Work can be of a highly confidential nature and involves the skilled use of a computer. Works under assigned supervision.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Serves as Clerk of the City Council under the direction of the City Manager as it relates to the statutory responsibilities of the position. Attends all City Council meetings, which responsibilities will include, but not limited to recording meeting, taking detailed notes, transcribing, recording official votes, after Council approval edits and finalizes minutes.
2. Processes and indexes all documents approved at City Council meetings, which include, but are not limited to obtaining signatures, distribution of originals and recording the documents with County.
3. Validate official documents; oversee posting of official notices and agendas, ordinances, and advertisements; record documents with the federal, State and County governments as needed. Responsible for keeping new ordinances ready for annual codification and updating municipal code books.
4. Issues licensing permits, cash receipts and collections, weed abatements, and assessments.
5. May be required to attend other various boards and commissions, workshops, and special meetings, tasks may include, but not limited to recording, taking detailed notes, transcribing and distributing.
6. Coordinates Crescents' portion of municipal elections, including follow-up and preservation of all results.
7. Maintains the official seal of the city.

8. Oversees city archives and records vault; directs and ensures the filing and tracking of all documents with outside agencies. Research information in the municipal archives upon request of public officials and private citizens.
9. Assists in budget development helps administer the budget and strategic plan for the City Clerk's Office.
10. Performs research and responds to open records requests and internal and external inquiries.
11. As assigned by the City Manager, prepares reports and coordinates projects/processes.
12. Attendance at work is an essential job function of the position.
13. Perform any other related duties as required or assigned.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## **EDUCATION AND EXPERIENCE**

Knowledge of a specialized field (however acquired), such as basic governmental accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 2 years related experience and/or training, or equivalent combination of education and experience.

## **COMMUNICATION SKILLS**

Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

## **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

Required to be bonded, and to acquire/maintain public notary status.

## **SOFTWARE SKILLS REQUIRED**

Advanced: Word Processing/Typing

Intermediate: Accounting, Alphanumeric Data Entry, CIC government accounting software preferred (can be taught), Contact Management, Database, Presentation/PowerPoint, Quickbooks, MS Excel Spreadsheets

Basic: 10-Key, Human Resources Systems, Payroll Systems

## **RESPONSIBILITY FOR WORK OF OTHERS**

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

May be required to supervise one (1) person acting as an Assistant City Clerk, or Assistant Finance Clerk. May be required to assign and check work; assist and instruct as required, but perform same work as those supervised, or closely related work, most of the time. Content of the work supervised is of a non-technical nature and does not vary in complexity to any great degree.

## **PHYSICAL ACTIVITIES**

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, low physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which are not as varied as those positions with high-level diversity and decision-making.

While performing the functions of this job, the employee is continuously required to talk or hear; frequently required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms; and occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds; frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision; and color vision.