

**ORGANIZATION:** City of Amity

**LOCATION:** Amity, OR

**DEPARTMENT:** Administrative

**DATE:** February 1, 2021

**JOB TITLE:** City Clerk

**CLASSIFICATION:**

### **PURPOSE OF POSITION**

Under the general direction of the City Administrator and direct supervision of the City Recorder, acts as court clerk, central receptionist and cashier, utility billing clerk, accounts payable clerk and clerk for the planning commission. Participates with the City Recorder in maintaining and managing City records and specialized work where considerable leeway is granted for the exercise of independent judgment and initiative.

### **ESSENTIAL JOB FUNCTIONS**

Performs varied clerical, accounting, and secretarial services; acts as receptionist and cashier; handles incoming and outgoing mail. Issues receipts of payment for all City funds including court fines, franchise fees, building permit fees, library fines, etc. Prepares deposits as needed and inputs and balances cash receipts to deposits.

Prepares and maintains municipal court records, prepares court dockets, tracks and maintains court payments and performs limited judicial functions in the absence of the judge.

Prepares monthly utility bills, adjustments and rereads, late notices, shut off lists, closing bills, disconnect and reconnect notices. Maintains customer accounts and information.

Processes purchase orders and invoices for all departments. Prepares accounts payable including general ledger postings and checks for management approval. Maintains 1099 reporting to IRS for all necessary vendors.

Acts as clerk to the Planning Commission, processing all land use applications, scheduling public hearings, attends and takes minutes for meetings, and distributes Commission packets. Develop public notices for land use issues and ensure the City adheres to public meetings statutes, laws and regulations.

Participates with the City Recorder in administering, developing, and implementing the City-wide Records Management Program, including reviewing and updating the City-wide retention schedule, working with City staff to complete the inventory of records, directing and coordinating City staff to prepare City-wide records for archive, preparing documents for indexing and inputting into the City-wide records management computer system, providing training to Department staff on records management for both archived and active records, and coordinating records destruction.

Assists with maintaining and updating the City's web and Facebook pages.

Assists in the payroll process; prepares summarized time sheets for all public works employees; prepares quarterly and annual payroll reports and PERS annual reports.

Participates with the City Recorder to maintain and manage City Council records, including providing support to the City Recorder in City Council meetings and agenda preparation, recording proceedings, maintaining custody, and providing management of official records, preparing and tracking Council agendas, attending City Council meetings, and writing, editing, and distributing Council minutes.

Participates in the general administration of Department processes, including fulfilling duties of the City Recorder in his/her absence, acting as designee for signing official documents, approving business licenses and other permits, answering questions from the general public and City staff related to City regulations and Department policies, and acting as a Notary Public.

Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas.

Responds to citizens' questions and comments in a courteous and timely manner.

Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities. Responds to email and voicemail quickly. Completes assigned work in a timely and accurate matter.

Follow all safety rules, procedures, and City policies. Perform other duties as assigned.

## **JOB QUALIFICATION REQUIREMENTS**

Substantial knowledge of municipal accounting practices. Substantial knowledge of office and record keeping practices, procedures and methods, and rules of effective English usage and grammar. Knowledge of operation of standard office equipment; and considerable knowledge of the principles, methods and practices of accounting; payroll principles and practices; and records management practices. Knowledge of Oregon statutes regarding public meetings and land use procedures.

### Experience and Training

Associate's Degree in Business Management or closely related field is preferred but not required and some experience in records management, accounting practices and dealing with the general public or any combination of experience and training which provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work.

### Special License Requirements

Must be able to be bonded.

### Certifications Required

Certified Municipal Clerk Certification desirable. Must be able to pass CJIS clearance and obtain training certificate.

## **PHYSICAL DEMANDS OF POSITION**

The physical demands 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.

While performing the duties of this position, the employee is frequently required to stand, sit, communicate orally and in writing, and operate a personal computer. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files and reports. Manual dexterity and coordination are required of 50% of the work period while operating equipment such as computer keyboard and standard office equipment.

## **WORKING CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Usual office working conditions. The noise level in the work environment is typical of most office environments. Attendance at Planning Commission or City Council may require working during evening hours.

The working conditions have been temporarily modified in response to COVID-19. The work environment may include remote or telework.

## **SUPERVISORY RESPONSIBILITIES**

Generally none, may provide training in operational procedures to less experienced employees, temporary or volunteers, as assigned.

## **SUPERVISION RECEIVED**

Work is performed under the direct supervision of the City Recorder with general direction from the City Administrator. All other supervisory functions, including discipline, vacation scheduling, etc., are supervised by the City Recorder.

FLSA EXEMPTION STATUS:            Non-exempt