

**NORTH AUGUSTA, SOUTH CAROLINA
JOB DESCRIPTION, SEPTEMBER 2017**

**JOB TITLE: CITY CLERK
ADMINISTRATION DEPARTMENT**

GENERAL STATEMENT OF JOB

Under limited supervision, serves as liaison between mayor, City Council, City Administrator and the public; serves as custodian of Council's legislative history and official records; attends and prepares minutes of Council meetings; prepares and manages Council's meeting agendas and meeting calendar; issue public notice of Council and organizational meetings; provides administrative support to Council; coordinates and manages Boards and Commissions applicants and members on behalf of Council; coordinate and manage codification of Code of Ordinances; serves as registered agent on behalf of City. Serves as Election Officer on behalf of City and as liaison to the Municipal Election Commission; coordinate election activities with County Election Commission and organize election related events. Assists with supervision of administrative intern. Manages receipts of and preparation of responses to Freedom of Information Act requests. Issues and manages permits on behalf of City. Manages records retention schedules for all municipal documents as required by the South Carolina Department of Archives and history. Manages burial applications and internment records for Municipal Cemetery. Schedules meetings and preparation of projects/documents as requested by City Administrator. Prepares ordinances and resolutions as necessary. Prepares proclamations. Conducts orientation of new Council members. Provides notification of annexations and abandonments as required by the South Carolina Code of Laws. Manages website pages acknowledging City Council, City Administrator and Boards and Commissions. Posts public hearings, public meetings and agendas on the website as required by law (FOIA). Files required documents with County Register of Mesne Conveyance. Reports to the City Administrator.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Administration and legislative duties include interaction with constituents to answer questions and provide responses on behalf of City Council.

Prepares, assemble and distribute agenda material for City Council meetings; set up meeting facilities and equipment for City Council meetings; arrange for facilities and equipment when holding City Council meetings outside of City Hall.

Organize and conduct Swearing in Ceremonies and receptions for elected officials.

Attends meetings of the City Council and transcribe minutes of those meetings; create, maintain and post meeting calendars and agenda of City Council and issue public notice as required under the South Carolina Freedom of Information Act.

Provide administrative support to City Council and City Administrator including but not limited to, appointment scheduling, travel arrangements, retreat arrangements, budget management, and preparation of correspondence, certificates, reports, and other such documents.

Distributes and responds to event invitations on behalf of City Council; accept legal documents on behalf of the City and City Council.

Schedules and conducts orientation of new Council members.

Manage budget for the City Clerk's office, City Council, City Administrator, Community Promotion and Justice and Law.

Prepares Ordinances and Resolution as necessary; prepare proclamations as requested; provide instruction to municipal staff on legislative process and agenda preparation.

Organize, assemble, and distribute annual budget on behalf of Finance Department.

Prepare notifications and distribute annexation and abandonment notices to County and State agencies, area utilities, and appropriate municipal staff.

Enters and updates information on City Council, City Administrator, and Boards and Commissions on City's website. Enter meeting information for public hearings, public meetings and post agendas on website.

Travel to County offices and file property documents with the Register of Mesne Conveyance office.

Order office and administrative supplies for City Council, City Administrator, and City Clerk offices.

Archives and Records Management duties include organizing and maintaining legislative history as required by the South Carolina Department of Archives and History. Certifies officials records of City Council including Ordinances, Resolutions, Formal Minutes, Agenda Packets, indexes, Election Records, Code of Ordinances, and other such records provided by City Council and the City Administrator.

Researches and responds to requests for archived records and documentation.

Audit current and archived records for accuracy; coordinate and administer codification of and supplements to the City's Code of Ordinances.

Maintains permits issued by the City and burial applications and interment records of the municipal cemetery.

Election duties include serving as Election Officer for the City and liaison to the Municipal Election Commission (MEC); organize City elections and referendums in conjunction with the County Election Commission.

Prepares agendas and meeting calendars for MEC,

Schedules meetings for MEC including approval of MEC schedule and ballots, verifying voting machines, certifying votes and declaring election winners.

Accepts and verify candidate petitions, statements, and ethics documentation; prepare Oaths of Office of elected and appointed officials; attends meetings and transcribe minutes of MEC.

Manages and participate in training required of the South Carolina Election Commission.

Maintains municipal election records; serves as liaison and provides secretarial support to the MEC.

Provides general secretarial, administrative and clerical support to the City Administrator, Mayor, City Council, performing such duties as scheduling meetings and appointments, making travel and accommodation arrangements, composing / typing correspondence, establishing and maintaining files, researching and compiling data for reports, etc.

Prepares, types, processes, copies, files, submits and/or transmits various routine and confidential reports, records, memos, correspondence and other documents as required.

Performs general bookkeeping work as required, including but not limited to assisting with budget preparation, preparing invoices for payment, preparing purchase requisitions and orders, balancing accounts, preparing financial reports, etc.

Performs other routine clerical work as required, including but not limited to copying and filing documents, sending and receiving faxes and e-mails, entering and retrieving computer data, scanning documents, processing daily mail, ordering supplies, maintaining logs and lists, etc.

Receives and responds to inquiries, concerns and complaints from City staff, other agencies and the general public in areas of responsibility.

Attends meetings, conferences, workshops and training sessions as required to enhance job knowledge and skills.

Operates a variety of equipment, including a computer, printer, scanner, typewriter, fax machine, copier, telephone, calculator, tape recorder, etc.

Uses clerical and computer supplies.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

ADDITIONAL JOB FUNCTIONS

Provides services as Notary Public in execution of municipal contracts, agreements and documents.

Collects and delivers executed time sheets for the City Administrator's staff. Distributes monthly directors' reports to City Council and public media.

Answering the telephone and maintaining phone director of City employees.

Serves on various local and state associations.

Performs related duties as required.

ESSENTIAL SAFETY FUNCTIONS

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Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed and employees are properly trained.

MINIMUM TRAINING AND EXPERIENCE

Requires a Technical College diploma supplemented by two to three years of responsible secretarial and/or administrative work experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess a valid state driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks require the ability to exert light physical effort in light work, but which may involve the lifting, carrying, pushing and/or pulling of objects or materials of light weight (up to 10 pounds). Tasks may require extended periods of time at a keyboard or work station.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or directions from supervisors.

Language Ability: Requires the ability to read a variety of policy and procedure manuals, computer manuals, ordinances, etc. Requires the ability to enter data into computer and prepare records, reports, correspondence, etc., with proper format, punctuation, spelling and grammar, using all parts of speech. Must be able to speak with poise, voice control and confidence and to articulate information to others.

Intelligence: Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently with co-workers and the general public.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals, to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment and communications machinery.

Manual Dexterity: Requires the ability to handle a variety of items including computer keyboards, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress when confronted with an emergency or tight deadline.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to hear and understand communications through a telephone.

PERFORMANCE INDICATORS

Knowledge of Job: Is knowledgeable in the methods, policies and procedures of the Department and City pertaining to specific duties of the City Clerk. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge of the organization of the City and of related departments and agencies. Has the ability to comprehend, interpret and apply regulations, procedures and related information. Has knowledge in the areas of records management and other specific functions of the position. Has excellent administrative, organizational, secretarial, customer service and clerical skills. Is able to coordinate specific administrative programs and projects as assigned. Has knowledge of modern office practices and equipment. Has knowledge of and skill in the creation and maintenance of efficient record-keeping systems. Has knowledge of proper English usage, vocabulary, punctuation and spelling; has knowledge of basic mathematics. Is able to use computers for word processing, graphic design, data processing and records management. Is able to type and take dictation accurately at a rate sufficient for the successful performance of assigned duties. Knows how to operate and maintain a variety of office equipment as necessary in the performance of daily activities. Is skilled in applying a responsible attention to detail as necessary in preparing reports and correspondence. Is able to read and interpret various materials pertaining to the responsibilities of the job. Is able to maintain confidentiality as required. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to use independent judgment in performing routine and non-routine tasks. Has the ability to plan, organize and prioritize daily assignments and work activities. Is able to offer assistance to fellow employees as necessary. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Is able to meet the public in a professional manner and provide information and assistance, representing City Council and City government in a positive light at all times. Is capable of working under stressful conditions as required. Is able to effectively handle multiple assignments simultaneously. Knows how to react calmly and quickly in emergency situations.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job

responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.