



**TITLE:** City Clerk  
**EFFECTIVE DATE:** January 2015, Revised August 2016  
**Grade:** 19  
**Background Check Required:** Criminal BCA, Outstate BCA, Driver's License, and Reference

### DESCRIPTION OF WORK

**General Statement of Duties:**

Performs skilled bookkeeping and record keeping work for the City; conducts City elections and carries out Council decisions; and performs related duties as required.

**Supervision Received:**

Works under the general supervision and direction of, and at the will of, the City Council.

**Supervision Exercised:**

Directly supervises the Utility Billing position.

### TYPICAL DUTIES PERFORMED

The duties listed are for illustrative purposes and do not necessarily include all the duties or activities performed by this position. Actual duties performed will vary on a day-to-day basis.

1. Provides information and assistance to citizens either in person or by phone; answers questions; researches files; makes copies, and takes messages or refers callers to other City staff.
2. Oversees the coding of accounts payable and receivable transactions and oversees entry into accounting system; verifies account information; organizes expenditures, creates journal entries.
3. Prepares sales and use tax reports.
4. Co-signs for Liquor Operations and Fire Department.
5. Maintains financial records and prepares reports as requested by Council.
6. Assists in developing and administering annual City budget; reviews proposed budget in detail with Council, and monitors expenditures and receipts during the year.
7. Assists outside auditing firm with annual audit.
8. Prepares or generates financial reports for the City Council on status of budget.
9. Reviews and balances accounts monthly; reconciles checking and savings accounts. Prepares spreadsheets to obtain breakdowns of financial data by fund, account number, and object code.
10. In the absence of the utility billing person prepares utility bills, handles inquiries, complaints, and delinquent utility accounts.
11. Assists in maintaining current list of utility customers.
12. Oversees and directs office operations.
13. Administers the ISTS policy.
14. Maintains the city website.
15. Serves as the Secretary of the EDA.
16. Assists in the TIF reporting process.
17. Acts as secretary for the City Council, special meetings as required, and Planning Commission

including attending meetings and taking minutes, preparing agendas and other necessary paperwork for meetings, and organizing and maintaining records of minutes, ordinances, and resolutions.

18. Arranges and publishes notices of meetings and ordinances as required by law.
19. Attest the Mayor's signature on official documents whenever required and maintains responsibility for the City Seal and facsimile stamp.
20. Provides certified copies of proceedings and records of the City upon request and administers oaths.
21. Receives requests, complaints, and information from the public and transmits to staff and/or Council or handles situation.
22. Acts as liaison with state, county, and other community officials. Prepares necessary reports to several areas of government.
23. Directs local elections including preparing ballots and receiving candidate filings; providing supplies for polling places; posting and publishing notices of election, paying judges, coordinating details with County, certifying results for Council and County Auditor, etc.
24. Selects, , schedules, and advises elections judges and maintains election records and files.
25. Works with financial advisors on grant procurement and administration, investment of City funds, and financing for City projects.
26. Purchases office supplies, refers costly and unbudgeted purchases to Council for approval.
27. Administers petty cash fund.
28. Works with the utility billing clerk to prepare the unpaid utility bill payments assessment for the council approval.
29. Tracks parcel numbers; updates street addresses, and maintains related records.
30. Coordinates information flow between City committees, City Engineer, City Attorney, Planning Commission, and City Council on a variety of issues.
31. Attends workshops and conferences to keep up to date in municipal affairs as directed by Council.
32. Prepares City assessment searches as requested.
33. Serves as the Human Resource contact.
34. Issues burning permits.
35. Provide Notary services.
36. Processes payroll for city employees, excluding Liquor store, makes monthly tax deposits. Prepares Quarterly employment reports as required by the state and federal government.
37. Handles all paperwork related to development in the city. Serves as liaison between city attorney, city engineer, council, and staff.
38. Any other duties delegated by Stacy City Council
39. Supervises the Utility Billing Position

## **KNOWLEDGE, SKILLS, AND ABILITIES**

1. Considerable knowledge of accounting, payroll and billing practices and procedures.
2. Considerable knowledge of City ordinances, resolutions, and policies.
3. Considerable knowledge of state and county elections procedures and operations.
4. Considerable knowledge of laws, rules, and regulations affecting City government.
5. Considerable knowledge of modern office practices, procedures, and equipment including knowledge of computer operation and software packages.
6. Working knowledge of municipal financial management and investment practices and procedures.
7. Considerable ability to keep accurate and complete records and files.
8. Considerable ability to communicate effectively, both orally and in writing with City staff, county officials, elected officials, and the public.
9. Considerable ability to prioritize work, research files, and analyzes problems and develops appropriate recommendations.
10. Considerable ability to prepare a variety of financial reports.
11. Considerable ability to type and enter information with speed and accuracy.
12. Working ability to keep up to date with changing laws, rules, and regulations
13. Hold Certified Municipal Clerk Certification (CMC) or ability to obtain.

## **QUALIFICATIONS**

### **MINIMUM QUALIFICATIONS**

High School graduation or equivalent with at least two years of accounting experience using an automated system, preferably in the public sector; thorough knowledge of Windows based programs (Excel, Word), valid drivers license, ability to communicate efficiently both verbally and in writing, excellent organizational skills, the ability to multi-task, ability to work independently, preferred experience in working with the public in a municipal environment. Any combination of education and experience that provides equivalent knowledge, skills, and abilities will be considered.