



**CLERK
JOB DESCRIPTION**

SUMMARY

A working department director responsible for the professional administration of city documents, records, elections and billing.

ESSENTIAL DUTIES AND FUNCTIONS

The typical job duties and functions representative of the Clerk include, but are not limited to, the following:

1. Serves as the custodian of official city records and public documents, performing certification and recording for the city as required on legal documents and other records requiring such certification, sealing and attesting by signature to ordinances.
2. Drafts and maintains a professional filing system of resolutions, contracts, easements, deeds, bonds or other documents requiring city certification and records retention.
3. Attends regular and special City Commission meetings, ensuring an accurate recording of proceedings, preparation of the minutes, proper legislative terminology, recording, indexing and filing for public record, and distribution as requested.
4. Prepares and distributes agendas, materials, minutes and records of meetings.
5. Files ordinances and resolutions of the City Commission and sees to the codification of ordinances into the city's code of ordinances.
6. Prepares and advertises meetings agendas, requests for bids and other advertisements, and publishes legal notices of hearings, meetings and other official city notifications.
7. Maintains an inventory of city property.
8. Purchases city supplies within budget parameters.
9. Administers the issuance of municipal licenses in accordance with applicable city ordinances and other regulations.
10. Administers oath of office to public officials.
11. Implements elections, including voter registration and records maintenance in accordance with federal and state law.
12. Processes meter reading data, prepares and mails utility bills, and receives and accounts for bill payments from citizens, and assists Treasurer with utility billing activity when balancing the general fund.



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13. Pursue collection of delinquent utility accounts, including preparation and mailing of final notices, shut-off and turn-on orders, establishing and monitoring payments schedules, customer follow-up account research, preparing liens and write-offs, appearing in court to testify on behalf of the City when appropriate.
14. Receives telephone calls and citizen visits concerning billings, fees and city services, responding to questions and matters of technical nature; and sees to the timely follow-through on citizen complaints.
15. Serves as a notary public.
16. Processes Freedom of Information Act requests.
17. Maintains the city work order and complaint system, processing them to staff for timely follow-through.
18. Establishes successful working relationships with public officials, fellow employees and the general public.
19. Works collaboratively with the City Treasurer to ensure the highest professionalism and customer service at city hall.
20. Ensures the highest standards of ethical behavior and customer service in the daily transactions and communications of city hall.
21. Prepares reports for the City Commission.
22. Provides administrative support to the City Manager.

MINIMUM POSITION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are the minimum requirements of knowledge, skill and ability to be considered for the position. Candidates for this position must demonstrate attainment of each of these minimum requirements to be considered for employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

1. Associates Degree in Office Administration or Office Management – or – in lieu of associates degree, a high school diploma and five (5) or more years writing, creating and maintaining office records and filing systems.



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2. Able to determine priorities and work schedules to accomplish tasks effectively and with a sense of urgency;
3. Three (3) years of experience in clerical, administrative, record-keeping, and/or data entry.
4. Must be bondable;
5. Working knowledge of computers and electronic data processing, and ability to type 45 words per minutes;
6. Good grammar and spelling, able to communicate effectively verbally and in writing;
7. Highly functional use of a personal computer, Microsoft Office Suite software, 10-key calculator, phone, fax and copy machine;
8. Able to perform arithmetic computations accurately and quickly;
9. Able to communicate effectively verbally and in writing;
10. Able to work collaboratively with others while remaining fully accountable for one's behavior and job performance;
11. A valid driver's license.
12. Successful background check and drug screen.

Additional Preferred Requirements:

13. Five (5) years of experience as city clerk, deputy clerk or administrative assistant in a government or public sector office;
14. Knowledge of the standard state and federal reports requirement of Michigan city governments;
15. Knowledge of state regulations and polices governing the maintenance, public dissemination and retention of official city records;
16. Certification in voter registration and implementation of city elections.

SUPERVISION RECEIVED

Works under the direct supervision of the City Manager.

SUPERVISION EXERCISED



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Directly or indirectly supervises others involved with city records, files and elections, as assigned by the City Manager.

FLSA DESIGNATION

The Clerk is a salaried exempt position as defined under the Fair Labor Standards Act. This position may be required to work over 40 hours per week and within flexible work scheduling to satisfactorily perform the position job duties and functions.

COMPENSATION

Probationary Period:

The first 90 days of employment are a probationary period. Any employment benefits are available at the end of the 90 day probationary period.

Salary:

Salary is negotiated based upon the market for the same or similar positions and the candidate's level of experience in the job duties listed. Benefits are provided as indicated in the employee policy manual, or as expressed in an employment contract, if issued. The market salary range for this position is as follows:

24,000 – Entry Level (candidate meets only the basic position requirements)

30,000 – Mid Level (candidate meets basic and preferred requirements)

36,000 – High Level (candidate meets all basic and preferred requirements with several years of public sector clerical and office management experience)

Medical Program:

The City provides medical benefits to full-time permanent employees as outlined in the Employee Policy Manual.

Retirement Program:

The City contributes to a retirement program for full-time permanent employees as outlined in the Employee Policy Manual.

EQUAL OPPORTUNITY

The City of Watervliet is an Equal Opportunity Employer and does not discriminate based on race, color, religion, marital status, gender, handicap or national origin.

Signed Receipt and Understanding of Job Description

- I have read and maintained a copy of my job description for my records;



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- I have sought and received clarification from my supervisor on any parts of this job description I did not understand;
- I understand that this job description is not a contract for employment;
- I am an at-will employee, which means that the City of Watervliet may terminate my employment at any time with or without cause and that I may terminate my employment at anytime.

Printed Name and Signature Date

City Manager Signature Date