



JOB DESCRIPTION

Job Title: Deputy City Clerk
Reports To: City Administrator
FLSA Status: Non-Exempt
Department: Administration

Duties and Responsibilities include the following. Other duties may be assigned.

1. Attends all meetings of the Board of Aldermen.*
2. Keeps an accurate record of all proceedings of the Board of Aldermen and keeps a book so furnished labeled "Ordinance Book of the City of Peculiar," in which shall be recorded all ordinances of the City of a general nature.*
3. Acts as custodian and safely keeps the City Seal, all records, contracts, papers and bonds belonging to the City, including official bonds.*
4. Administers official oaths and all other oaths to persons presenting demands against the City or appearing as witnesses before the Board of Aldermen or Mayor.*
5. Performs all duties for one fiscal year and may be promoted to the position of City Clerk if the Board of Aldermen approve appointment. Additional duties may be required by the Board of Aldermen.*
6. Delivers to the successor, when duly qualified, or to the Board of Aldermen when requested by them at the expiration of the term of office for which appointed all books, papers and property appertaining to the City Clerk's office.*
7. Keeps the ordinance book of the City of Peculiar, Missouri, and all original ordinances, orders and resolutions which have been passed, approved and signed safely and securely and permits their examination in his office and in his presence but in no event permits their removal from his custody except on the order of some competent court.*
8. Procures all stationary, books, printed blanks, furniture and articles for the use of City Officers.*
9. Assists the Business Office in preparing, processing and maintain employee payroll, to include updating records as needed.*
10. Performs backup duties for Business Office and Court Clerk.*
11. Serves as official keeper of all City documents, therefore is the primary contact for all Sunshine Law requests

Supervisory Responsibilities:

Directly supervises the Municipal Court Clerk Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include assisting the Human Resource Department with interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Ability:

Ability to read, analyzes, and interprets general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Math Ability:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draws valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft Word; Power Point; Microsoft Excel; Publisher; Incode; payroll systems and order processing systems.

Education/Experience:

High school diploma or general education degree (GED), Associates Degree preferred; or two to four years office management experience and/or training; or equivalent combination of education and experience.

Certificates and Licenses:

Missouri City Clerk certification preferred.

Physical Demands:

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 job, the employee is regularly required to sit; use hands; reach with hands and arms and stoop, kneel, crouch or crawl. The employee is occasionally required to stand; walk; climb or balance and taste or smell. Specific vision abilities required by this job include close vision.

Work Environment:

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.

While performing the duties of this job, the employee is typically in an office environment setting.

The noise level in the work environment is usually moderate.