

City Clerk - 1180

Primary Reason Why Classification Exists

To perform responsible administrative work as the primary public official and custodian of records for the City Council and the City of Newton.

Distinguishing Features of Class

An employee in this class serves as a public official as defined in the NC General Statutes and is the primary administrative and clerical support for the City Council. Emphasis of the work is on serving as an administrative clerk to the City Council with responsibility for maintenance of city ordinances and documents, preparation of agendas, minutes, and legal notices, administration of official oaths, and the explanation to the public of council activities and procedures. The position is also the official custodian of records for the City. Considerable tact, courtesy, and discretion are required in frequent and varied contacts with the public. Work is performed in accordance with the North Carolina General Statutes and Municipal Ordinances. Work is reviewed by the City Council and City Manager and is evaluated on the basis of proficiency and accuracy, compliance with mandated legal requirements, and other performance criteria.

Essential Functions/Typical Tasks:

- Prepares agenda packets, attends City Council meetings, and records minutes of those meetings
- Oversees preparation, publication, codification, and filing of legal notices and ordinances, resolutions, and Council actions based on established procedures and legal requirements
- Serves as custodian of all public records including, but not limited to, ordinances, resolutions, contracts, agreements, deeds, leases, and minute books; coordinates codification updates; executes legal documents, drafts resolutions and proclamations; records maps, ordinances, easements, and street closings
- Researches and compiles information as requested by the City Manager, Mayor, or City Council; performs special project work as requested and handles confidential information
- Provides confidential administrative support for the Mayor, City Council, City Manager, and Assistant City Manager; responds to general public inquiries, processes mail, composes and types correspondence, letters, and memorandums
- Registers the Mayor, City Council, City Manager, and staff for conferences and seminars and makes any necessary travel arrangements including lodging, airline, and rental car reservations
- Assists the City Manager with budget preparation; prepares budget for Administrative Department and City council
- Manages the daily activities of the Administrative Department such as authorizing payment of bills, ordering office supplies, scheduling usage of Council Chambers, Gantt Room, and Conference Room, and processing timesheets
- Maintains reasonable and predictable attendance
- Performs related tasks as required

Knowledge, Skills, and Abilities:

- Knowledge of the NC General Statutes regarding public records and open meetings law and other regulations impacting local governments and specific responsibilities of the City Clerk
- Knowledge of requirements of the City Code of Newton
- Knowledge of English grammar, spelling, punctuation, equivalent to 12th grade proficiency

- Knowledge of the operation and use of common office-based equipment including personal computers, printers, and audio-video recording devices
- Knowledge of effective public relations principles to communicate with the public
- Working knowledge of the tasks and duties of the City Clerk
- Ability to acquire and apply knowledge of the City policies, procedures, and services of the department to which assigned; ability to apply to interpret department and City policies
- Ability to establish and maintain effective working relationships with city officials, employees, and the general public; ability to exhibit a professional demeanor when interacting with citizens, public officials, and the news media
- Ability to maintain moderately complex records and prepare written narrative reports including those requiring statistical summaries and charts
- Ability to exercise judgment in decisions in conformance with laws, regulations, and policies
- Ability to make arithmetical calculations, proof-read, and create drafts of memos and reports
- Ability to support administrative/clerical personnel in other departments
- Ability to work independently without supervision on confidential assignments and coordinate the work of other clerical/administrative personnel
- Ability to work evenings and other flexible schedules

Physical Requirements

Work in this class is generally sedentary. Work requires some light physical activity such as walking, reaching, stooping and repetitive motion of the wrists, hands, and fingers using dexterity in the hands for typing and operation of standard office equipment. Work also includes the ability to see, hear, talk, and physically move about the office. Visual acuity is necessary to read materials and operate computer terminals and other office equipment.

Working Conditions

Work is performed primarily in an atmospheric controlled environment without exposure to harmful chemicals, personal danger, or other workplace hazards.

Education and Experience

Graduation from high school or GED equivalency and 3 - 5 years administrative experience in a municipal or county government clerk's office; an Associate's degree is preferred as is prior training or work experience as a paralegal.

Special Requirement

- Valid North Carolina Drivers License
- Notary Public
- Current designation as a Certified Municipal Clerk by the Institute of Government or ability to obtain certification within one year of employment

FLSA Status: Nonexempt (eligible for overtime or equivalent compensatory time at 1½ times the employee's regular weekly rate for all hours worked in excess of 40 hours in the City's official work week and not the employee's work schedule)

Disclaimer

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Physical Requirements and Working Conditions section of this classification may vary from position to position and a more thorough description of these elements can be found in the employee's Position Analysis Questionnaire (PAQ). The City reserves the right to assign or otherwise modify the duties assigned to this classification.

January 2015