

## **CITY CLERK**

### **NATURE OF WORK**

Perform responsible, specialized work in administering elections, maintaining official records, and carrying out other administrative projects. Work involves responsibility primarily for the preparation, maintenance and indexing of official records of the City Council, writing letters and reports, and conducting elections as well as supervising clerical employees in the City Administrator's Office and Administrative Services Department. Work also includes duties such as administering employee health and life insurance and Workers Compensation. Successful performance of the work requires independent judgment and initiative in carrying out operations within a general set of rules, regulations and legal prescriptions. Work is reviewed through periodic reports to the Director of Administrative Services.

### **RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS**

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform)

1. Administer, supervise and perform work in the maintenance of voter registration and the conduct of elections, including processing absentee ballots, and ensuring the accuracy of returns reported to the County Clerk, candidates and the general public and interpreting State election law.
2. Administer employee health and life insurance benefits, including working with agents and providers relative to the City's group health insurance policies.
3. Process Worker's Compensation and property/liability insurance claims.
4. Attend meetings of various Boards and Commissions, and record, draft and type Council, Planning Commission and Zoning Board minutes. Maintain the City ordinance files.
5. Assist in preparing the agenda for the City Council.
6. Record official City documents and Council minutes.
7. Issue licenses and business registrations and maintain related records.
8. Prepare legal notices for publication.
9. Compose and type correspondence and reports.

10. Assist the general public by supplying information.
11. Operate typewriter, computer, copying machine and other office equipment.
12. Act as Purchasing Agent, including publishing/distributing requests for bids/proposals and conducting bid openings.
13. Administer oaths of office and sign official documents.
14. Perform related work as required.

**ESSENTIAL FUNCTIONS, QUALIFICATIONS AND KNOWLEDGES,**  
**SKILLS AND ABILITIES FOR EMPLOYMENT**

All of the following functions, qualifications, knowledge, skills, abilities (KSAs) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

**Considerable** knowledge of modern office practices and procedures.

**Excellent** organizational skills.

**Reasonable** knowledge of the legal requirements in the registration of voters, conduct of elections, and the custody of official documents.

**Reasonable** knowledge of the City Charter, applicable City ordinances and official City policies.

**Reasonable** knowledge of group health insurance.

**Initiative** and resourcefulness in handling problem situations.

**Ability** to prepare accurate records.

**Ability** to work effectively with other governmental entities, the public and other employees.

**Ability** to compose reports and correspondence.

**Ability** to work effectively with numbers to complete duties 2, 7 and 12.

**Ability** to maintain confidentiality and work effectively under stress.

**Minimum** five years of increasingly responsible office and/or clerical experience.

**Associate** degree from an accredited college/university or the equivalent experience in the municipal clerk field.

**Certified** Michigan Municipal Clerk (CMMC) desired.

**A valid** driver's license.

**Approval:**

ATHY D CLK      5-5-2016  
Personnel Director      Date

Wm C. Wynn - 5/5/16  
City Administrator      Date

[Signature]  
Mayor      Date

Norton Shores, MI  
April 2016