



CITY OF NORMANDY PARK

JOB DESCRIPTION

TITLE: CITY CLERK
DEPARTMENT: FINANCE
REPORTS TO: FINANCE AND ACCOUNTING MANAGER
EMPLOYMENT STATUS: REGULAR, NON EXEMPT, FULL-TIME AT WILL EMPLOYEE

SUMMARY

The City Clerk assists with the functions necessary to ensure an efficient and effective operation. The Clerks primary responsibility is to establish and maintain official permanent City records and files, and to provide assistance to the public, City staff and others, as needed. The City Clerk is classified as a Fair Labor Standards Act (FLSA) non-exempt position.

ESSENTIAL JOB FUNCTIONS

- Operate computer and other office equipment.
- Receive and respond to public inquiries on the telephone, in writing or in person.
- Proofread documents
- Sort and arrange files
- Take and transcribe meeting minutes.
- Plan and organize work
- Establish and maintain cooperative working relationships with elected and appointed officials, members of the public and City employees.
- Operate multi-line telephone system
- Maintain job skills and knowledge in a dynamic and changing work environment.

SCOPE OF RESPONSIBILITY

The individual who is assigned to this classification is accountable for their work product and for managing and maintaining the public records of the City. These duties may involve different and unrelated processing methods.

TYPICAL DUTIES

- **Maintain official City records and documents including resolutions, ordinances, meeting minutes, bid documents, contracts, documents for the City Council, Commission and Boards and other permanent records management in accordance with State law.**
- **Prepare City newsletter. Coordinate and schedule publication with staff, public and vendors on a quarterly basis. Serve as the editor.**
- **Prepare written and oral communications to staff, management, city officials and the public.**
- **Prepare City Council Agenda packets with direction of the City Manager. Compose Agenda bills, resolutions and ordinances. Distribute agenda packets in a timely manner.**
- **Attend City Council meetings, take and transcribe minutes.**
- **Coordinate codification of municipal codes including updates, distribution and circulation of books.**
- **Assist with research and preparation of the City's Annual Financial Report, and the Biennial budget.**
- **Assist in researching and the preparation of the Financial outlook and Plan**
- **Prepare and publish public notices and other legal advertisements of notices. Coordinate publication with local newspaper, including dates and text of publication.**
- **Perform Public Defender screening. Verify applicant meets the specified requirements. Maintain records and make frequent contact with court and public defender.**
- **Initiate sewer and street light billing. Anticipate and resolve billing problems and address changes. Work with sewer district and customers to facilitate process.**
- **Serve as Notary Public providing service to the City and the public.**
- **Serve as liaison between the City and the King County Elections office.**
- **File all records in an accurate and timely manner adhering to the established records retention schedule. Assist staff and others with obtaining information.**
- **Relieve and assist receptionist when necessary.**
- **Keep abreast of new technology in regards to records management.**
- **Develop and implement improvements to the City's filing system.**
- **Distribute the fair political practices filing obligation forms as required.**
- **Perform other duties and projects as assigned and directed by the Finance and Accounting Manager.**

Qualifications

- Working knowledge of spreadsheet and word processing applications.
- Excellent written and verbal English communication skills.
- Requires AA degree and two (2) years municipal experience;
OR
- Three (3) years municipal experience with records management;
OR
- Combination of equivalent education and experience may be substituted.
- Certification as a Municipal Clerk is preferred or have the ability to obtain certification

ADDITIONAL REQUIREMENTS

- Knowledge of modern record keeping systems and practices.
- Ability to attend night meetings to take and compose meeting minutes.
- Ability to make and implement sound decisions and exercises judgment in solving complex problems.
- Ability to deal with the public, staff and City officials in a tactful, pleasant, and courteous manner.
- Ability to handle multiple tasks.
- Ability to work efficiently under pressure, independently and in stressful situations.
- Proven record of meeting deadlines.
- Ability to successfully generate work products that contain a high level of attention to detail.

SPECIAL REQUIREMENTS

- Must possess, or be able to obtain, a Washington State driver's license and a driving record free of significant moving violations.
- Must be bondable.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload. Reasonable

accommodations may be made to enable individuals with disabilities to perform essential functions.

Department Manager

Review: _____ Date: 08/26/02 _____

Position Authorized by City Council: 5/24/94

Job Description Approved: _____ Date _____

Amended: _____ Date: _____