

CITY OF BUSHNELL

JOB DESCRIPTION # 39

ASSISTANT CITY CLERK

PAY GRADE 8

\$32398.94 - \$53458.26

Non-exempt

DEPARTMENT: Administration

GENERAL DESCRIPTION:

Administer and coordinate the activities of the City Clerk's Office, including maintaining the official documents of the City, conducting city elections and performing statutory duties in the absence of the City Clerk and performs other works as assigned. Works under the general supervision of the City Clerk.

ESSENTIAL JOB FUNCTIONS:

1. Assists in the file management, contracts and agreement activities of the City Clerk's Office.
2. Assists in conducting Municipal Elections in coordination with the County Supervisor of Elections.
3. Prepares, assembles and distributes the material for all City Council meetings.
4. Respond to inquiries from the public; provide explanation of the requirements of City codes and ordinances.
5. Represent the City in the community and at professional meetings as required.
6. Responsible for review and assistance of Accounts Payable.
7. Processes and maintains all Occupational Licenses and related records.
8. Assists the City Clerk as directed, shall perform all duties of which the City Clerk is charged by law to perform in his/her absence.

(These essential job functions are+- not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of election laws and procedures. Knowledge of accounting principals and practices. Knowledge of accounts_payable processing. Knowledge of data entry. Knowledge of City policies and ordinances. Knowledge of modern office procedures and practices. Skill in using a calculator, computer, printer and photocopier.

EDUCATION AND EXPERIENCE:

High school graduation or possession of an acceptable equivalency diploma supplemented by college level accounting courses. Three (3) years of payroll including experience in computer (PC) operations.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

Must acquire a certification for Municipal Clerks within a four (4) year period.

ESSENTIAL PHYSICAL SKILLS:

Acceptable eyesight (with or without correction).
Acceptable hearing (with or without correction).
Ability to access file cabinets for filing and retrieval of data.
Ability to communicate both orally and in writing.
Ability to access, input and retrieve information from a computer.
Ability to sit at a desk and view a display screen for extended periods of time.

ENVIRONMENTAL CONDITIONS:

Works inside in an office environment.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)