Job Description

Job Title:	Assistant City Clerk	Classification:	Classified
Department:	City Clerk	Grade:	170
Occupational Group:	Administrative Support	FLSA:	Non-Exempt
Status:	Full-Time	Supervisor:	No

Primary Purpose

Under general supervision; performs basic and complex clerical duties related to the City Clerk's office, including the maintenance, preservation, and production of City records including ordinances, resolutions, and other documents generated by City Council proceedings and assigned Boards and Commissions.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Serves as an Assistant City Clerk and acts on behalf of the City Clerk when necessary, including attendance at City Council meetings and taking minutes of Council proceedings when necessary.
2. Assists the City Clerk in collecting, filing, and preserving official City records including minutes, ordinances, resolutions, and other important documents; provides copies of ordinances to the contract codifier.
3. Implements and maintains the record management system per policies and direction of the City Clerk.
4. Utilizes a variety of media storage types for research and archival of documents and records.
5. Makes copies of adopted ordinances and resolutions and distributes as appropriate.
6. Assists in the preparation of Council agenda and meeting packets; posts meeting agendas in City Hall and on the City's website; updates Boards/Commissions information on website.
7. Operates a variety of office equipment including recorder, microfilm scanner, copier, phone system, and computer; works with various software applications.
8. Answers telephone calls; serves as receptionist providing information or referring to others.
9. Provides documents to the County Recorder as needed.
10. Serves as secretary to Boards and Commissions as assigned; takes and preserves minutes of proceedings.
11. Sets up Council Chambers for meetings; orders meals for City Council meetings as needed.
12. Assists the City Clerk with City Council filing procedures; files certified City Council candidate petitions; provides certification of election results, as needed, for the Police and Fire Pension Board.
13. Assists in analyzing and the timely processing of requests for information, including but not limited to requests under the Missouri Sunshine Law and Freedom of Information Act. Processes fees for payment of record requests.
14. Administers oath of office to Board/Commission members, City Council members, and Police Officers in the absence of the City Clerk.

Other Duties

- Assists in the training of clerical staff on records retention systems.
- Purchases office supplies for the City Clerk's office.
- Ability to travel to other locations to complete certain job duties, including delivery of City Council packets, County Clerks' offices, etc.

- Attends and participates effectively at departmental staff meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: General office procedures, computerized systems of indexing and archiving documents; the City Charter and Code as it relates to the City Clerk's Office; Microsoft Office Suite.

Skill in: Establishing and maintaining effective working relationships with elected officials, City staff and the public. Preparing and preserving minutes of meetings and proceedings. Operating a variety of office equipment such as typewriters, copiers, calculators, fax machine, microfilm scanner, telephone, computer, and computer software application as required; Microsoft Office Suite.

Education: High School diploma or GED equivalent required. Graduation from an accredited college or university with a Bachelor's degree in Business, Records Management, or related discipline is preferred.

Experience: Four years of clerical or administrative support work experience required. Experience in city government setting or working in a detail-oriented role involving codes, policies, and procedures is preferred.

Licenses and Certifications: Must possess and maintain a valid driver's license from the state of residency. Certification as a Missouri Registered City Clerk (MRCC) or Missouri Professional City Clerk Certification (MPCC) from the Missouri City Clerks & Finance Officers Association is required within four years of appointment.

Physical Demands Requirements and Working Conditions

This is primarily an office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset members of the public or their representatives while enforcing departmental policies and procedures.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam and drug test as a condition of employment with the City of Joplin.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	