

## CITY CLERK

<b>Department:</b> <u>City Manager</u>	<b>Classification/Grade:</b> <u>M-3</u>
<b>Division:</b> <u>Clerks</u>	<b>FLSA Status:</b> <u>Exempt</u>
<b>Reports to:</b> <u>City Manager</u>	<b>Date Approved:</b> <u>August 2012</u>

*Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, descriptions/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.*

### **DEFINITION**

Supervise, plan and coordinate the activities and operations of the City Clerk's office; interact with other departments, outside agencies and the general public; provide highly responsible and complex staff reports to Internal Services Director; perform all the duties of the City Clerk according to specifications set forth in Nevada Revised Statutes and City ordinances. Serve at the pleasure of the City, subject to the terms of their employment agreement.

### **ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES**

**(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)**

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Supervise and coordinate the organization, staffing, and operational activities for the City Clerk's office, including the recording of official documents and records according to the Nevada Revised Statutes and Ordinances of the City of Mesquite.
3. Oversee preparation of agendas, and posting notices of all City Council meetings as required in the State's Open Meeting Law. Oversee the preparation of supporting material and development of materials required for said meetings and distribute the supporting materials and agendas to each City Council member.
4. Oversee the taking of minutes and record keeping of all City Council meetings.
5. Maintain custody and direct the processing of official records and archives of the City including ordinances, resolutions, contracts, agreements, deeds, bond documents, and minutes and all other City records as required by local, state and federal laws.
6. Develop and implement City-wide records management procedures and programs including microfilming, archiving and destruction; review records retention and disposition schedule for all City Departments.
7. Coordinate City-wide municipal elections; act as a liaison/registration officer for all city elections according to the cooperative agreement between the City of Mesquite and the Clark County Election Department, and ensure compliance with City/state laws related to municipal elections; respond to requests from the media and the general public.
8. Receive and process formal petitions relating to affidavits of candidacy, campaign contribution and expenditure reports, financial disclosure statements, initiatives, referendums or recalls; instruct candidates concerning campaign financing requirements; examine and certify results; receive and process petitions relating to matters pertaining to the City.
9. Swear into office and issue certificate of election of all elected members of City Council.
10. Administer and maintain the rules/regulations/sales and records of the City Cemetery.

11. Participate in the development and implementation of goals, objectives, policies and priorities for the operations of the City Clerk's office; identify resource needs; recommend and implement policies and procedures.
12. Select, train, motivate and evaluate City Clerk's office clerical personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
13. Coordinate and oversee office activities with those of other departments and outside agencies and organizations; provide guidance and direction to other departments in the development of reports, resolutions and other materials for submittal to the City Council; provide staff assistance; prepare and present staff reports and other necessary correspondence.
14. Attend and participate in professional group meetings; stay abreast of new trends and innovations related to the City Clerk's office functions and services.
15. Keep and maintain the seal of the City. Attest and sign all legal documents as required.
16. Prepare and maintain an annual departmental budget.
17. Maintain the office of a notary and perform all related duties thereof.
18. Operate a variety of office equipment including: computer, ten key, folding machine, fax machine, copy machines, scanner, etc
19. Be dependable and meet acceptable attendance requirements at all times.
20. Follow all applicable safety rules and regulations.

### **OTHER JOB FUNCTIONS**

- A. Protect confidential information by preventing unauthorized release, both verbal and/or writing.
- B. Perform other related duties as assigned.

### **QUALIFICATIONS**

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of this position.

#### **Knowledge of:**

- Federal and State laws, codes and regulations governing the operational characteristics, services and activities of a City Clerk's office.
- Principles and practices of records management including records retention laws.
- Principles of Robert's Rule of Order and State's Open Meeting Law.
- Principles, methods and general knowledge of manual and computerized records and information systems, record keeping, record filing, indexing, storage, and retrieval systems.
- Microfilming and reproduction methods, techniques and equipment.
- Election laws and procedures.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- General office and clerical skills; letter writing; report preparation; spelling, grammar and punctuation.
- Good public relations skills.
- Modern office procedures, methods and computer equipment.

#### **Ability to:**

- Understand the organization and operation of the City, the City Clerk's office, and of outside agencies as necessary to assume assigned responsibilities.
- Develop and administer an efficient records management system.
- Maintain complex records and ensure that records are maintained in conformance with established guidelines.
- Read and understand various City ordinances.
- Select, supervise, train, and evaluate staff; manage and coordinate the work of clerical personnel
- Type at least 50 words per minutes.

- Perform responsible and difficult secretarial work involving the use of independent judgment and personal initiative.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work, including a variety of City and other government officials
- Prepare clear and concise reports.
- Work non-standard hours such as evenings, weekends and holidays.
- Travel and work extended hours as needed.

**Special Requirements:**

- Must be bondable, maintain notary status and live within the limits of the City of Mesquite within six (6) months of employment.

**Experience, Education and Training:**

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: Bachelor in Business, Library and Information Sciences, Public Administration or similar degree.

Experience: Three years of increasingly responsible managerial, supervisory, or administrative experience in the fields of records management, office management, or a related field, preferably in municipal government.

License or Certificate: Certificate in Records Management preferred and must be or have the ability to become a Certified Municipal Clerk from the International Institute of Municipal Clerks. Must possess, at the time of employment and continuously throughout employment, a valid Class “C” driver’s license.

**WORKING CONDITIONS**

Work is performed under the following conditions:

Duties require sufficient mobility to work in a typical office setting and use standard office equipment, including a computer; sustained posture in a seated position for prolonged periods of time; vision to read printed materials and a VDT screen, and hearing and speech to communicate in person or over the telephone. Modern physical exertion is present due to occasional bending, twisting, reaching, standing, walking and stooping. Must be able to handle stressful situations, have flexibility of work hours and be able to attend some evening meetings and must be able to travel to off-site facilities. Must carry/lift/push or pull loads of up to 25lbs.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised & approved: September 08  
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 July 2011 (Department)  
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