

POSITION – ASSISTANT CITY CLERK – CITY OF OVERBROOK
Job Description
2020

POSITION SUMMARY – ASSISTANT CITY CLERK

This is a part-time, hourly position that serves in an appointed status as determined by the governing body. Compensation is set by the City Council. The Assistant City Clerk is responsible for clerical and research work needed to assist the Administrative Clerk and to perform the duties of a Municipal Court Clerk.

SUPERVISION RECEIVED

Is under the supervision of the Administrative Clerk and Mayor

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) A high school diploma or GED is required
- (B) Expected to have acquired the necessary information and skills to perform the job well after six months in the position.

Necessary Knowledge, Skills and Abilities:

- (A) Basic computer skills, experience with Word and Excel preferred
- (B) Willingness to learn new software for billing, etc.
- (C) Ability to accurately record and maintain records of the City
- (D) Ability to communicate effectively verbally and in writing
- (E) Ability to record minutes and write the monthly City Newsletter.
- (F) Courteous to co-employees and the public.
- (G) Ability to work collaboratively and independently as a team member
- (H) Willingness to work a few evenings per month: City Council Meeting and Municipal Court for example.

RESPONSIBILITIES

- (A) Greet and assist visitors at City Hall
- (B) Phone calls
- (C) Pet registration and records
- (D) Accept and record utility payments
- (E) Assist with filing complaints
- (F) Building permit applications
- (G) Takes Council Meeting Minutes
- (H) Creates Service Orders based on the minutes
- (I) Preparation of council meeting packets
- (J) Manage e-mails
- (K) Write, print, and distribute monthly newsletter

