

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

- (L) Assist with billing and mailing
- (M) Filing and organization of city documents
- (N) Burning Permit Applications
- (O) City Calendar
- (P) Scan and post warrants
- (Q) Reconcile Petty Cash
- (R) Attend Municipal Court and complete clerical duties
- (R) Other duties as deemed necessary by the Administrative Clerk

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear and a keyboard. This job requires light lifting. Specific vision abilities required by this job include close vision and distance vision.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

THE DUTIES LISTED ABOVE ARE INTENDED ONLY AS ILLUSTRATIONS OF THE VARIOUS TYPES OF WORK THAT MAY BE PERFORMED. THE OMISSION OF SPECIFIC STATEMENTS OF THE DUTIES DOES NOT EXCLUDE THEM FROM THE POSITION IF THE WORK IS SIMILAR, RELATED OR A LOGICAL ASSIGNMENT TO THE POSITION.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirement of the job change.

Approval: _____
Authorized Signature Title

Effective Date: _____

Received: _____
Assistant City Clerk Date