|  |
| --- |
| **JOB DESCRIPTION** |
| **DATE:**  |
| COMPANY: |  | JOB TITLE: | MUNICIPAL CLERK |
| DEPARTMENT: |  | CURRENT INCUMBENT: |  |
| DIRECT SUBORDINATES: |  | INDIRECT SUBORDINATES: |  |
| BRIEF DESCRIPTION: | The post of a municipal clerk entails drafting agendas and bylaws for town or city council; recording minutes of council meetings; answering official correspondence; keeping fiscal records and accounts; and preparing reports on civic needs. |
| QUALIFICATIONS & REQUIREMENTS: | * A high school diploma or equivalent;
* Ability to give full attention to what other people are saying and to adjust actions *in re*lation to others’ actions;
* Ability to use logic and reason to identify the strengths and weaknesses of alternative solutions.
 |
| COMPETENCIES: | * Integrity — Job requires being honest and ethical.
* Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.
* Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
* Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
* Initiative — Job requires a willingness to take on responsibilities and challenges.
 |
| TASKS: | * Issue public notification of all official activities or meetings;
* Maintain and update documents, such as municipal codes or city charters;
* Maintain fiscal records and accounts;
* Participate in the administration of municipal elections, such as preparation or distribution of ballots, appointment or training of election officers, or tabulation or certification of results;
* Perform budgeting duties, such as assisting in budget preparation, expenditure review, or budget administration;
* Plan and direct the maintenance, filing, safekeeping, and computerisation of all municipal documents;
* Prepare meeting agendas or packets of related information;
* Prepare ordinances, resolutions, or proclamations so that they can be executed, recorded, archived, or distributed;
* Record and edit the minutes of meetings and distribute to appropriate officials or staff members;
* Respond to requests for information from the public, other municipalities, state officials, or state and national legislative offices.
 |
| LINES OF COMMUNICATION: | SPECIFY |
| WORKING CONDITIONS: |  Indicate whether the position is half time or full time. List any unique working conditions such as hours etc. |
|  |  |  |
|  |  |  |
| SIGNATORIES: |  |
|  | NAME: | DATE: | SIGNATURE: |
| INCUMBENT: |  |  |  |
| LINE MANAGER: |  |  |  |
| HR MANAGER: |  |  |  |