

## CITY OF CONRAD

**POSITION TITLE: CITY CLERK (Regular Part-Time)**

**DEPARTMENT: CITY OFFICE**

**SUPERVISOR: ADMIN. CLERK**

**Position Summary:** Perform a variety of routine and complex clerical and administrative duties for the City of Conrad including official records, providing administrative support to the Mayor and City staff and assists in the administration of the standard operating policies and procedures of the department.

**Supervision Received:** Works under the general supervision of the Administrative Clerk and the Mayor.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

Manages the administrative and clerical operations for the City of Conrad to achieve City goals within available resources as defined in the State Statute and City Municipal Code.

- Responsible for attending regular and special City Council meetings, performs an accurate recording of the proceedings, prepares minutes using proper legislative terminology: records, indexes and files for the public record, distributes information as requested.
- Prepares meeting agendas, bid and other advertisements and legal notices of public hearings and special meetings.
- Prepares and distributes agendas, council packets, materials, minutes and records of all City meetings.
- Prepares records such as notices, minutes, statements and other records as assigned.
- Files ordinances and resolutions of the City Council and oversees the codification of ordinances into the municipal code.
- Communicates official policies and procedures to City Staff, elected and appointed officials, and to the general public.
- Administers Oath of Office to public officials.
- Performs certification and recording for the City as required on legal documents and other records: seals and attests by signature to ordinances, resolutions, contracts, easements, deeds, bonds or other documents requiring City certification: catalogs and files all City records.
- Serves as custodian of official City records and oversees the filing and keeping of City records, books, papers or property belonging to the City and delivers the documents or property to a successor when qualified. Maintains City records retention schedule and document disposal.
- Communicates with the Department of Revenue, Pondera County and the Finance Officer annually to assess all regular taxes, SID's, delinquent utilities or other levies.
- Composes, inputs and edits a variety of correspondence, reports, memoranda and other material.
- Organizes and prioritizes multiple work assignments, meeting deadlines and exercises adaptability to changing priorities.

- Works regularly with information that is sensitive or restricted, requiring the highest degree of discretion and integrity.
- Knowledge of City Code and procedures to relay information related to daily operations.
- Any other duties as assigned by the Mayor or Administrative Clerk.

#### **SECONDARY DUTIES AND RESPONSIBILITIES:**

- Receives the public and answers questions, answers in-coming calls, responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons/resources.
- Serves as cashier including receipting of payments and posting of monies to the appropriate accounts.
- Issues and maintains municipal licenses and permits including business, animal, gaming, building and various regulatory licenses and permits in accordance with city ordinances.
- Receives, stamps and distributes incoming mail, processes outgoing mail.
- Performs clerical accounting work and assists with the preparation and maintenance of financial records and reports.
- Assists in the procurement of department materials and supplies.
- Assists with duties of billing and payroll clerks in his/her absence or as needed, including payroll and claims processing, utility billing and general office procedures.

#### **MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES:**

1. High School Diploma or GED and three (3) years of experience in business management, city government, accounting, public administration or related field.
2. Demonstrated knowledge and experience using computers and electronic data processing equipment (word processing, spreadsheets, data entry, email).
3. Extensive knowledge of general office practices and procedures including records management and legal requirements for recording, retention and disclosure.
4. Working knowledge of general office practices and procedures including records management and legal requirements for recording retention and disclosure.
5. Ability to perform and/or verify arithmetic computations with a high degree of accuracy and close attention to detail.
6. Ability to learn and maintain specific computer programs directly related primary and secondary duties and responsibilities with accuracy.
7. Demonstrated effective communication skills (written and oral).
8. Ability to: effectively meet and serve the public; establish and maintain effective working relationships with employees, other departments, officials, and the public; manage stressful situations; maintain confidentiality of records and information; represent the City of Conrad in a professional and courteous manner.

**SPECIAL REQUIREMENTS:** Must be bondable. Must obtain Notary Certification within 6 months of employment. Occasional travel for City business and training may be required.

**TOOLS AND EQUIPMENT USED:** Multi-line phone system, personal computer (word processing and spreadsheet software), copy machine, fax/scanner, 10 key calculator and postage meter.

**PHYSICAL DEMANDS:** The physical environment for this position is a typical office environment. The position requires the ability to sit, talk and hear. This position requires occasional walking, use of hands and fingers, handling or feeling objects, tools or controls and reaching with hands and arms. The position requires occasional lifting of objects up to 25lbs. Specific vision abilities include close vision and the ability to adjust focus.

**WORK ENVIRONMENT:** Indoor office environment. Noise level is usually quiet.

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

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

Approval: \_\_\_\_\_ Approval: \_\_\_\_\_  
Employee Department Head

Effective Date: 10/01/2024