



Job Title:	ASSISTANT CITY CLERK	FLSA Status:	NONEXEMPT
Reports To:	CITY CLERK	Pay Grade:	
Department:		Last Revision:	
Approved By:		Date:	SEPTEMBER 10, 2015

PURPOSE

Under administrative direction, assists the City Clerk with responsibilities of the City Clerk’s Office to include accounts payable, accounts receivable, payroll and public relations.

ESSENTIAL JOB FUNCTIONS

Assist City Clerk with all services and activities of the City Clerk’s Office including maintaining responsibility for City Council agendas, meetings and minutes, municipal elections and municipal code maintenance.

Assist with the City Council agenda packet including minutes, transcripts and action letters; review and distribute Council agenda and documentation package.

Attend and participate in City Council meetings; record proceedings; direct preparation of minutes when necessary.

Assist with City elections preparation; prepare election booklet and all forms necessary for candidates to run for office.

Maintain, dispose, and preserve official city documents and records including resolutions, ordinances, deeds, Council minutes, agreements, and reports in accordance with legal requirements.

Administer the City’s employee orientation and employee termination processes to include preparation of new hire packets, time clock set up and removal, benefits set up and removal and the preparation of separation notices.

Administer the City’s vacation program to include the tracking of accrued and used vacation by employee.

Administer the City’s 401(k) program, to include employee enrollment, daily transaction processing including loans and withdrawals, records maintenance, ensuring payments, and related activities.

Process payroll through the receipt, verification and reconciliation of electronic and hard copy data. Verify and input into the payroll system salary, deduction, proration and retroactive pay data. Review, analyze and solve issues related to earnings, deductions, etc.

Administer accounts payable and accounts receivable processes.

Other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Operational characteristics, services, and activities of a City Clerk’s Office.
- Principles and practices of records management including records retention laws.
- Principles and practices of business correspondence.

- English usage, spelling, grammar, and punctuation.
- Pertinent federal, state, and local laws, codes, rules, and regulations related to the responsibilities of a City Clerk and other applicable codes and ordinances.
- Policies and procedures relating to the City payroll system.
- Accounts payables and accounts receivables
- Accounting software

Ability to:

- Participate in the development and administration of program goals, objectives, and procedures.
- Perform complex analysis and research, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Ability to analyze complex payroll data and reconcile differences or explain variations.
- Manage accounts payables and accounts receivables.
- Interpret and apply federal, state, and local policies, laws, and regulations.
- Attend evening or weekend meetings as required.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with department heads, City officials, other City employees, and the public.
- Exercise independent initiative and judgment.
- Interpret and make decisions in accordance with laws, regulations, and policies.
- Lead projects.

Education/Training:

An Associate's degree from an accredited college or university with major course work in political science, public administration, business administration, or a related field. Significant related experience and certification may substitute for education.

Experience:

3 - 5 years of related experience in a City Clerk's office.

- Strong administrative office skills and records management skills required.
- Prior experience in municipal government preferred.
- Bachelor degree preferred.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS

- Work is often performed in an office environment.
- Should be able to lift at least 20 lbs. consistently.
- May involve standing, sitting, walking and stooping for extended periods of time.
- May also involve pushing, pulling, crawling, kneeling, bending and performing repetitive motions.

This job description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of the City of Euharlee. Since no job description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the jobholder's responsibility.

