



Assistant City Clerk

Administration

ADM/4

JOB SUMMARY

This position provides assistance to the City Clerk.

MAJOR DUTIES

- Processes business and alcohol license applications and renewals.
- Coordinates new employee orientation; enters and maintains personnel files and records; manages employee benefits changes; assists in processing workers' compensation claims.
- Processes payroll; prints payroll worksheets; reviews employee time sheets for accuracy.
- Provides customer services; receives utility payments; balances cash drawer; answers and directs telephone calls; initiates new customer accounts.
- Assists in the tax collection process; balances related accounts receivable reports.
- Issues building permits and provides assistance to the Building Inspector.
- Provides assistance to the City Administrator for special events.
- Attends City Council meetings to record minutes in the absence of the Clerk; files and maintains minutes and related records.
- Attends and records minutes of the Planning and Zoning Board; assists in the preparation of meeting agendas.
- Assists in the sale of cemetery lots.
- Delivers cash deposits to the bank.
- Posts notices to the city website.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of city codes, policies, and procedures.
- Knowledge of state and federal laws regarding the maintenance of municipal records.
- Knowledge of state and federal laws governing municipal operations.
- Knowledge of personnel management principles.
- Skill in operating such office equipment as a computer, calculator, typewriter, copier, and facsimile machine.
- Skill in report preparation and records maintenance.
- Skill in the provision of customer services.
- Skill in public and interpersonal relations.

SUPERVISORY CONTROLS

The City Clerk assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include city ordinances, the Georgia Zoning Procedures Act, records retention schedules, state open meeting laws, and city personnel policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related administrative and customer service duties. The variety of duties performed contributes to the complexity of the position.
- The purpose of this position is to provide assistance to the City Clerk. Success in this position contributes to the success of department operations.

CONTACTS

- Contacts are typically with co-workers, elected and appointed officials, business owners, customers, members of the news media, and members of the general public.
- Contacts are typically to give or exchange information, provide services, and resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping.
- The work is performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.