



JOB DESCRIPTION
Assistant City Clerk

Job Class: 4 **Annual Salary Range:** \$43,580 – \$65,368 **FLSA Status:** Non-Exempt
Date: 01/25/2024 **Department:** Admin **Supervised by:** Assistant to the City Administrator

JOB DEFINITION

The Assistant City Clerk provides primary customer service support across a number of City functions and programs. The Assistant City Clerk will serve as a back up to the City Clerk and will have a thorough understanding of city records, ordinances, resolutions, and retention policies. This employee provides administrative support to all aspects of municipal court, including responding to inquiries from defendants, preparing all court dockets, running criminal history, accepting payments, and providing disposition documentation, bonding, and failure to appear information. The Assistant City Clerk is responsible for processing a variety of complex administrative tasks in support of the City and delivery of customer service support in utility billing and other similar and related service areas. This position will be multi-departmental and will provide support to and in-person assistance with answering main line phone calls and greeting people who come to City Hall.

As a city employee, this employee should possess excellent communications, organizational, and public relations skills. The Assistant City Clerk has exceptional problem-solving skills and a strong commitment to teamwork. In addition to excellent communication skills, both oral and written.

SUPERVISION RECEIVED AND EXERCISED

- Receives general supervision from the Assistant to the City Administrator.
- Exercises no supervision.
- Coordinates work with other City departments on a regular basis.

EXAMPLES OF ESSENTIAL DUTIES *(This list is not to be construed as a complete representation of the responsibilities of the job and may include other duties as assigned that are not listed below.)*

Importance	Tasks	% of Time
1	Leads and oversees municipal court functions, including preparing court dockets, assisting the judge and prosecutor with case dispositions, reporting/submission of data to City and State of Kansas, responding to questions/inquiries from the public, etc. Assist the public with case related questions, case processing during court dockets, scheduling hearings and continuances. Works closely with City's law enforcement partner, Johnson County Sheriff's Office, Municipal Court Judge, Municipal Court Prosecutor and others related to the administration of the City's municipal court. Processes and maintains requests for diversion, court appointed attorneys, interpreters and other court service collaborations. Compiles/submits electronically conviction and/or suspension-reinstatement data to the State of Kansas. Process cases that failed to appear in court including issuing and processing warrants when requested by Judge and maintains accurate warrant documents.	60

Importance	Tasks	% of Time
2	Receive and process payments in person, by mail and online. Accurately processes financial transactions regarding payment of court fines fees, and restitution. Process various types of payments by cash, check, money order and credit card. Ensure penalties and financials are assessed and accurate in the City's municipal court management system. Collect, process and log municipal court bond payments.	20
3	Provides customer service and in-person assistance by answering multi-line main line phone calls and greeting people who come to City Hall. Greets guests in a professional, friendly, hospitable manner. Processes a variety of complex administrative tasks in support of the City. Provide customer service support in utility billing and other similar and related service areas. Open and close visitor area (locking doors, closing blinds, turning off lights) Accepts and processes customer payments including utilities, permits, licenses, etc. Process credit card payments and credits. Prepare daily manual deposits. Distribute general city mail.	10
4	Supports City Clerk in the maintenance of official city records, ordinances, resolutions and contracts. Assists the City Clerk to maintain all official records, ordinances, and resolutions; In conjunction with the City Attorney, may prepare public hearing notices, ordinance and resolutions (approved as to form by the City Attorney and/or Bond Counsel); Arranges for publication of ordinances, resolutions and other official documents; arranges delivery of official documents. Supports citizen assistance by fielding questions, concerns, and complaints from the general public and informing the general public concerning municipal ordinances and procedures, policies and processes.	5
4	Supports City Clerk and Recording Secretary for the Planning Commission as back up when needed by attending City Council and Planning Commission meetings, drafting agendas, recording minutes, overseeing filing and recording of resolutions and ordinances, annual licenses, franchise agreements, etc.	5

IMPORTANT JOB FUNCTIONS,

- Able to answer telephone calls while performing other duties.
- Able to represent the City in an official capacity.
- Able to maintain confidentiality.
- Excellent phone etiquette
- Excellent verbal communication skills. Responsible for greeting guests in a professional, friendly, hospitable manner.
- Punctual. Demonstrate urgency in answering inquiries accurately and promptly. The ability to multi-task and perform error-free work is essential.
- Able to work with minimum supervision.
- Should be customer service driven.
- Knowledge of MS Office (Word, Excel, Outlook, Access)
- Able to learn accounting, case management and ERP software.
- Professional appearance. This employee is responsible for establishing and maintaining positive and professional relationships with those they encounter professionally, especially our citizens, customers and vendors.
- Able to serve walk-in customers while performing other duties.
- Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.
- Perform other job duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer

General Office Equipment

MINIMUM QUALIFICATIONS REQUIRED:Education and Experience:

- High school diploma or GED is required; An associate's degree in business from an accredited two-year college or certification from a technical school is preferred.
- Proficiency with accounting software is preferred.
- Two years of progressively responsible related experience; or,
- This employee is encouraged to attain Certified Municipal Clerk accreditation while serving in this position.
- Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.
- Must be bondable.

Licenses and Certifications:

Valid Driver's License with safe driving record during employment

Certified Municipal Clerk (CMC) is preferred.

Certified or able to certify as Notary Public

KNOWLEDGE, SKILLS, AND ABILITIES:Knowledge of:

- Above-Average knowledge of applicable state, federal and local ordinances, laws, rules and regulations.
- Above-Average knowledge of MS Office (Word, Excel, Outlook, Access).
- Above-Average knowledge of standard operating guidelines and policies, rules, and regulations.
- Knowledge of safety procedures for all aspects of job.

Skill in:

- Communicate clearly and concisely, both orally and in writing.
- Excellent attention to detail.
- Document clearly and concisely operating records of various tasks and assignments.
- Able to maintain confidentiality of certain public records, transactions, and information. Can identify sensitive records and information and follow procedures for maintaining confidentiality.

Mental and Physical Abilities:

- Works well in a team environment.
- Able to work with a diverse group of people.
- Be courteous, diplomatic, even-tempered, cordial, patient, impartial, cooperative and cheerful when dealing with supervisors, co-workers, elected officials, and the public.
- Establish and maintain effective working relationships with all encountered during the course of work.
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms.

WORKING CONDITIONS:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust. The incumbent's working conditions are typically moderately quiet. The employee is occasionally required to carry, lift, move or push up to 25 pounds. This job may require occasional bending, squatting and twisting. This job includes frequent use of manual dexterity and visualization of a computer screen throughout the day.

This position may be required to work overtime, evenings, weekends, and some holidays.

ACKNOWLEDGEMENT

I understand that nothing in this job description restricts the City's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects Human Resource's assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor, and I fully understand the nature and purpose of this job description and its related duties.

_____ Employee	_____ Signature	_____ Date
_____ City Administrator	_____ Signature	_____ Date

This job description should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.