

**CITY OF MERRILL
CITY CLERK
POSITION DESCRIPTION**

PURPOSE OF POSITION:

The City Clerk is a bondable employee responsible for routine clerical, accounting, and administrative work including accounts payable and payroll in support of the City Recorder, City Marshal, Public Works, Code Enforcement and the Planning Commission. With a high regard and focus on customer service, interacts frequently with the front counter with utility customers and with the public and explains City policies and procedures; accepts utility customer payments; performs word processing, enters data into a software system and numerous spreadsheets, answers phones and communicates messages; prepares correspondence using a standard format.

SUPERVISION RECEIVED:

Works under the direct supervision of the City Recorder.

JOB CHARACTERISTICS:

This is an entry level position. Initially, under close supervision, incumbents with basic office support experience perform work such as interacting with and providing information to utility customers and to the public; taking and accounting for moneys, data entry, screening phone calls; collecting mail and directing questions to the appropriate staff. Work is usually supervised while in progress and fits an established structure or pattern.

JOB CHARACTERISTICS:

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only):

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job as listed below:

EXAMPLES OF PRINCIPLES DUTIES:

- Performs a variety of routine office administrative duties to support the City Recorder, City Marshal, Public Works, Planning Commission and Code Enforcement Officer. Duties include: Secretary to the Planning Commission, Clerk to Code Enforcement, filing; preparing records, cashiering duties; ordering and maintaining office supplies, banking and other related duties at the direction of the City Recorder.
- Provides coverage of the front customer window. Receives payments of fees and public payments in the form of cash or check and issues receipts for cash according to existing procedures.
- Performs data entry for: accounts payable (AP), payroll (PR), accounts receivable (AR), monthly meter reads, entering expunctions into Police Master Name file, monthly

expense to budget reports, abatements, utilities billed report, revenue reports, etc.-Process checks for AP and PR using USTI Ayst computer software.

- Maintains files, record keeping systems requiring sorting, filing, searching, retrieving and distributing records or other documents.
- Retrieves customer utility transaction reports using USTI Ayst computer software database.
- Address customer concerns and solves their complaint/concern or questions.
- Administers the business license transactions, including: applications, renewals and yearly renewal letters/renewal reminders.
- Provide Planning information per request such as building permit and zoning questions; and concerns and collecting fees.
- Prepare weekly and end of month bank deposits for bank deposit delivery by the Mayor or designee.
- Collect mail.
- Answer phones and refer to the correct department or individual.
- Make copies and send faxes/scans as requested by City staff or the public.
- Run errands per request of City Recorder.
- Assist with large projects such as water symposium, street project, budget meeting notification mass mailings, etc.
- Prepare monthly meter books for billing.
- Prepare monthly water/sewer billings with the assistance of the City Recorder.
- Assist with Audit preparation.
- Take minutes of monthly staff/safety and Planning Commission meetings and record action items.
- Assist in preparing for Council Meetings as per direction by City Recorder.
- Act as backup to the City Recorder to attend monthly Council meets and take minutes.
- Attend required/recommended trainings.
- Code Accounts Payable.
- Secretary to the Planning Commission with set monthly duties.
- Assemble binders of working materials for the Planning Commission and Code Enforcement: i.e maps, codes, ordinances, etc.
- Monthly Planning Commission and Staffing Meeting preparations of agendas, meeting packet distribution and minutes.
- Access Klamath County GIS Department and Klamath Assessors websites as needed by Planning and Code Enforcement.
- Formalize letters and forms created by Planning Commissioner and Marshal/Code Enforcement Officer.
- Prepares and monitors code enforcement notices/abatement letters.
- Maintain monthly Code Enforcement Councilor Report for inclusion in monthly City Council meeting packets.
- Research of Police Master Name file for Police background check form completion.
- Maintain City website.
- Assist in other duties/projects as directed by the City Recorder.

PERIPHERAL DUTIES:

Types a variety of correspondence, reports, memoranda, and other material as submitted by Dept Heads or Code Enforcement for assignment to the City Clerk by the City Recorder requiring judgment as to accuracy and completeness.

May serve as backup to City Recorder.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience: Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to the completion of the twelfth (12th) grade, High school diploma or GED equivalent and (1) year of varied administrative support experience preferably involving public contact.

Knowledge, Skills, Abilities and Expectations:

- Working knowledge of personal computers and electronic data processing
- Perform arithmetic computations accurately and quickly
- Communicate effectively verbally and in writing
- Establish successful working relationships
- Work under pressure and/or frequent interruptions.
- Meet deadlines.

Desirable:

- Ability to provide translation from Spanish to English language and English to Spanish language both written and spoken is a plus.

SPECIAL REQUIREMENTS:

- Must possess a current Oregon Driver's License with driving record acceptable to the City and the City's insurance carrier.
- Must be able to pass a security and background evaluation prior to hire.

TOOLS AND EQUIPMENT USED:

Personal computer, 10-key calculator, multi-line phone system, fax/scanner/copy machine and office postage machine.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an average employee to successfully perform the essential functions of this job. Reasonable

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

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms. This position will occasionally require the Clerk to work in the field and in the community with the possibility of unknown hazards and emergency situations.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The noise level in the work environment can be quite noisy at times when visitors are present and having multiple conversations. Must have the ability to work with interruptions.

HOURS OF WORK:

Maintain regular job attendance. Normal work schedule is 7:30 am to 4 pm; however, the schedule can be flexible if sufficient advance notice is given so as not to effect customer support time.

THIS IS AN AT-WILL POSITION.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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

Approval: _____
Supervisor Signature

Approval: _____
Employee Signature

Date: _____
Supervisor

Date: _____
Employee

Adopted: Resolution #2016-742
Date: February 9, 2016

Revision History: Resolution #695
August 13, 2013