

 **City of Belton**

 **JOB DESCRIPTION**

**Job Title: Assistant City Clerk FLSA Status: Non-Exempt**

**Reports to: City Clerk Revision Date: 08/07/2024**

**Grade: 22**

**JOB SUMMARY**

Under the direction of the City Clerk, the Assistant City Clerk performs a variety of technical and specialized administrative duties involving the maintenance and management of municipal records, recording actions of the City Council and coordination of City elections; provides support services for the City Clerk’s office by performing routine administrative duties and assists in implementing and monitoring internal programs and procedures within the department. Assumes the role of Acting City Clerk in the absence of the City Clerk.

**SUPERVISION**

RECEIVES direct supervision from the City Clerk.

EXERCISES no direct supervision.

**ESSENTIAL JOB FUNCTIONS**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

1. **Major Duties**
* Operation of a records management system to include scanning, archiving, retrieving and preserving City records in accordance with records retention standards.
* Provides departmental training on Records Management System as needed.
* Posts agendas on bulletin board and on web as needed.
* Processes alcoholic beverage and ground transportation permits.
* Publishes required notices.
* Prepares Proclamations.
* Procures departmental materials and supplies.
* Processes invoices for payment.
* Files ordinances and resolutions of the Council and assists in the codification of ordinances into the municipal code.
* Advertises enacted ordinances as needed.
* Maintains a variety of files and records for information related to the City Clerk’s office and City Council; maintain manuals and updates resource materials.
* Processes public information requests in accordance with applicable laws.
* Maintains office filing system.
1. **Assist City Clerk**
* Assist in preparation of City Council and other Boards/Commissions Agendas, Packets and Minutes as requested.
* Prepare and assist in City elections.
* Assist in preparing and tracking departmental budgets.
* Coordinating travel arrangements.
* Attend Council meetings as requested and may perform the role of the City Clerk in the City Clerk’s absence.
* Administration of the City’s Boards and Commissions appointment process.
* Notarizing documents.
1. **Administrative Support to Administration Department**
* Composes, types and edits a wide variety of documents to include letters, ordinances, resolutions, proclamations, reports, forms, brochures, and other informational material.
* Responds to requests for assistance from employees, citizens and others.
* Responds to and resolves public questions, concerns and complaints.
* Screens calls, visitors and mail directed to the City Clerk, Mayor and Council.
* Helps coordinate activities of the City Council, Tax Increment Reinvestment Board, Ethics Commission, Texas Dormitory Finance Authority Board, and Public Property Finance Corporation Board.
* Acts as a backup to the Executive Administrative Assistant to the City Manager for answering phones and in processing incoming/outgoing mail.
1. **Other Duties**
* Updates and maintains City web pages for City Clerk and City Council.
* Serves as a certified Notary Public.
* Travels to attend meetings, conferences and training.
* Performs other related duties as assigned by the City Clerk.
* Regular and consistent attendance for the assigned work hours is essential.

**MINIMUM QUALIFICATIONS**

**Education, Training and Experience Guidelines:**

High School diploma or equivalent is required. Three years of experience in general administrative duties, preferably in municipal government. Texas Registered Municipal Clerk Certification, or the ability to obtain certification within three (3) years. Strong organizational skills for prioritizing work, job efficiency and meeting deadlines. Ability to maintain confidentiality.

**Knowledge of:**

* City Charter, ordinances and election laws.
* Federal, state and city laws or ordinances applicable to the position.
* Administrative rules and regulations regarding records management, election administration, archives, open meetings, and public access to information.
* Parliamentary Law and Robert’s Rules of Order and City Council rules and procedures.
* Council/Manager form of government.
* The organization and operation of the City and outside agencies as necessary to assume assigned responsibilities.
* Standard office procedures and office management methods.

**Skills and Abilities:**

* Operation of personal computer and general office equipment.
* Communicate clearly, concisely, and effectively, both orally and in writing.
* Read, understand and interpret City ordinances and policies.
* Keep up to date on laws enacted by Texas legislature and interpretations of state law.
* Perform responsible and complex administrative work involving the use of independent judgment and personal initiative.
* Deal with stress from all aspects of the job.
* Attend City Council meetings and seminars after normal working hours as needed; subject to other irregular working hours. Some travel is involved and incumbent must provide his/her own transportation.
* Exercise tact and diplomacy, in dealing with the public, and exercise discretion in all communications, ensuring confidentiality of information exchanged.
* Represent the public image of the City of Belton.
* Work cooperatively with other departmental employees, City officials and outside agencies.
* Establish and maintain effective working relationships with those contacted in the course of work.
* Cooperate with coworkers across the City to ensure communication.
* Meet the requirements for personal bonding and certification as a Notary Public.
* Be punctual and regular in attendance.

**LICENSES AND/OR CERTIFICATIONS**

Certification as a Texas Registered Municipal Clerk (TRMC) by the Texas Municipal Clerks Certification Program (TMCCP) or work towards attaining this certification after the date of hire.

Notary Public certification or must obtain within 90 days from date of hire.

**PHYSICAL DEMANDS / ENVIRONMENTAL FACTORS AND CONDITIONS**

* Work is performed in a standard office environment.
* May be subject to repetitive motion such as typing, data entry and vision to monitor.
* May require standing, sitting, walking.
* May be subject to occasional lifting, carrying, bending, reaching, kneeling, pulling, crouching, and lifting.
* Must be able to sit for an extended period of time.

The above statements describe the general nature and level of work being performed as of the date of preparation and approval. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the position. Employees holding this position will be required to perform any other job-related duties as requested by management. The job description does not constitute an employment agreement between the employer and employee, and all requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

**Receipt of Job Description**

This job description is not an employment agreement, contract agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

I have read and understand this job description. By signing below, I further understand and agree that this job description applies to my current position and that I am responsible for meeting the requirements outlined in this job description.

Printed Name Date

Employee Signature City Clerk Signature

Human Resources Date