

City of Nome Job Description

Title:	City Clerk	Range/Salary:	Negotiated
Depart:	Clerk's Department	Status:	Exempt
Reports to:	City Manager	Original Date:	8/3/2015
Supervises:	Deputy City Clerk	Revised Date(s):	11/09/2021

Summary:

Under general direction of the City Manager, is responsible for the records of the City of Nome. Acts as a taxing official; administers city elections. Provides administrative support for the maintenance of municipal legislative and administrative records; acts as Chief Clerical officer to the Council to facilitate and accomplish the legislative process; maintains a comprehensive record system. Under the direction of the City Manager may act as the City Treasurer.

Essential Duties and Responsibilities:

The essential functions of the job are not limited to those listed in the job description. The City retains the discretion to add to or change the duties of the position at any time.

- Responsible for preparing and assembling meeting agendas including resolutions and ordinances; records minutes from all council meetings; publishes legal notices, posts notices as required and provides information on actions taken by the Council; assures that public records are available for public inspection as required by law.
- Attends all regular and special Council meetings and keeps the journal of the city; acts as parliamentary advisor to the City Council.
- Maintains membership rosters for boards, commissions, committees and advisory groups appointed by the Council. Provides notices when terms are expiring, and prepares public invitations for applicants.
- Sign warrants and checks; responsible for receipting of funds which are paid at the counter or via mail; administers city sales tax program, in conjunction with Finance Department, including reporting, collection and enforcement.
- Prepares bid specifications, advertising, opens bids, collects monies, and issues deeds for land sales conducted by the city.
- Administers all municipal elections; prepares ballots; determines candidate eligibility; ensures adherence to deadlines and legal procedures; oversees and supervises all Election Day activities.
- Administers and issues a wide variety of licenses and permits.
- Manages and maintains municipal records; serves as designated official keeper of all permanent city records.
- With assistance of the City Assessor, administers tax assessment, exemption, collection rolls, and records; sets agenda, notifies all parties, prepares minutes, and certification for the Board of Equalization; works with attorney on foreclosure of property; responsible for collection and enforcement of property taxes.
- Performs other related duties required by law, or as assigned by the City Council or the City Manager.

Supervisory Responsibilities:

Directly supervises 1 to 3 employees in the City Clerk's Office. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, recommending hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Public Relations:

Public relations shall be an integral part of the employee's job. Employees shall be courteous, helpful and conduct themselves in a manner which is appropriate for an employee in public service.

Skills, Abilities, Qualification Requirements:

Advanced knowledge of the subject matter. Complete comprehension of the subject area to solve common and unusual problems, able to advise on technical matters, and serve as a resource on the subject for others.

- Aptitude for public safety with a high degree of public contact.
- Knowledge of State law and local ordinances.
- Ability to execute direction provided by superiors in both routine and stressful situations.
- Ability to analyze a situation accurately and adopt an effective course of action.
- Ability to communicate effectively both verbally and in writing.
- Ability to prioritize multiple tasks and to plan and organize personal work to effectively perform.
- Ability to remain stable, calm and make effective decisions under conditions of stress.
- Ability to establish and maintain positive working relationships with personnel in other agencies; coordinate effectively with varied interest groups; and maintain effective working relationships with employees and the general public.
- Ability to operate computer programs; accurately enter data; and complete work using various software programs.
- Ability to perform the physical demands of the position.

Education and/or Experience and/or Certifications/Licenses and/or Background

- Bachelor's Degree (B.A.) in business administration from four (4) year college or university and four (4) years' experience as an administrative officer. Work experience as an administrative officer in a related field with equivalent responsibilities or paralegal experience will substitute for education on a year for year basis. Certification as a Certified Municipal Clerk or ability to obtain certification within two (2) years.
- Must pass background check.

Physical Demands:

The physical demands described here are representative of those that must be met by an 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 regularly required to sit, talk and hear. The employee is occasionally required to stand, walk, use hands to finger, handle or feel objects, tools or

controls; reach with hands and arms; stoop, kneel, crouch or crawl; and travel up and down stairs,

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate

The employee is expected to use appropriate protective equipment for the assigned task; and any other equipment as apparent or assigned.

APPROVALS			
Employee		Date	
Department Head		Date	

Disclaimer

The information provided in this description has been designed to indicate the general nature and level of work performed by employees within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.