



CITY OF SEDALIA, MISSOURI

Job Description

Job Title:	DEPUTY CITY CLERK		
Department:	City Clerk		
Supervisor:	City Clerk		
Date:	February 2012	Position No.	CC/2
FLSA Status:	Non-Exempt	Random Substance Testing:	N

Job Summary:

This position is responsible for providing administrative support to the department.

Job Scope:

The purpose of this position is to provide administrative support to the department. Successful performance helps ensure the efficient operation of the department.

Essential Duties and Responsibilities:

1. Performs duties of the City Clerk in his or her absence.
2. Performs administrative support duties; drafts letters and correspondence; prepares reports, minutes, Council calendars; files and maintains city records and documents; cross-references files and records; proofreads documents.
3. Provides customers with information; assists customers by phone and in person regarding ordinances and other city issues.
4. Conducts research and retrieves documents in compliance with the Missouri Sunshine Law.
5. Processes incoming and outgoing mail.
6. Assists in preparing and distributing city council agenda materials; Council calendars, performs the duties of the City Clerk at city council meetings in his or her absence; records minutes.
7. Prepares newspaper advertisements for publication.
8. Maintains master list of all city inventory.
9. Compiles information for insurance bid packets.
10. Assists City Clerk in Processing retirement (Fire and Police), worker's compensation, and property and lawsuit insurance claim forms.

11. Prepares and posts bid notices; assists with bid openings.
12. Assists City Clerk with coordinating elections.
13. Administers oath of office to elected officials, board members, and designated personnel in the City Clerk's absence.
14. Performs other related duties as assigned.

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

Minimum Qualifications:

1. Associate's degree in business, public administration, or related field from an accredited college plus 3 years of managerial experience or
2. High school diploma or GED with a minimum of 5 years managerial or administrative experience
3. Knowledge of municipal government practices preferred
4. Proficient with all products in the Microsoft Office suite
5. Ability to be bonded and obtain a notary public
6. Missouri drivers license

Necessary Knowledge, Skills, and Abilities:

1. Knowledge of modern office management.
2. Knowledge of research methods, techniques, and report presentations.
3. Knowledge of insurance programs.
4. Knowledge of city and department policies and procedures.
5. Skill in interpreting data and making decisions.
6. Skill in operating a computer, various software programs, and other standard office equipment.
7. Skill in interpersonal relations.
8. Skill in oral and written communication.

Guidelines:

1. City codes and ordinances
2. The Sunshine Law
3. City and department policies and procedures;
4. Guidelines require judgment, selection, and interpretation in application.

Complexity:

The work consists of varied administrative and clerical duties. Changing priorities and time constraints contribute to the complexity of the work.

Principal Working Relationships:

1. Contacts are typically with co-workers, other city employees, local business representatives, elected officials, and the general public.

Purpose of Contacts:

Contacts are typically to give or exchange information, provide services, resolve problems, motivate or influence persons, and clarify, justify, defend, negotiate, or settle matters.

Supervisory and Management Responsibility:

This position has functional supervision over part-time personnel.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is typically performed while sitting at a desk or table with intermittent standing or stooping. Some reaching and bending may be required. The employee occasionally lifts light and heavy objects, and may be required to distinguish between shades of color.

Work Environment:

The work is mostly sedentary and typically is performed in an office. Work may involve prolonged use of the telephone and personal computer. Evenings and weekends may be required.