

## JOB DESCRIPTION

City of Hawk Point, Missouri

**POSITION TITLE:** City Clerk- a public officer charged with recording the official proceedings and vital statistics of a city

**DEPARTMENT:** Administration

**REPORTS TO:** Mayor and Board of Aldermen

The City Clerk is a public officer charged with recording the official proceedings and vital statistics of a city, including but not limited to:

1. Preparation, implementation, and monitoring of the department budget
2. Preparing, printing, and mailing of the monthly water and sewer bills
3. Attend and record the minutes from all the Board of Aldermen meetings
4. Prepare agendas and packets pertaining to the Board of Aldermen meetings
5. Monitor city bonds, warrants, drafts, and orders upon the treasury for money that is allowed for by the municipal code
6. Monitoring documents and records pertaining to employee benefits
7. Preparation of payroll for all departments
8. Accounts receivable
9. Accounts payable
10. Custodian of Records
11. Maintain custody of the city seal
12. Manage and maintain the city cemetery records and sales
13. Preparation of monthly, quarterly, and annual reports
14. Data entry into various programs
15. Prepare and serve all certificates of election or appointment of city officials
16. Sign, certify, file, and transmit city ordinances, resolutions, contracts, and other documents pertaining to the city
17. Preparation and issuance of licenses and permits
18. Answering phone calls and emails
19. Police Records Clerk

### **Minimum Qualifications:**

1. Work under standard operating procedures and abide by policies stated in or granted by the municipal code
2. Cooperatively and effectively work with the public, supervisors, subordinates, and other employees
3. Maintain strong oral and written communication skills
4. Possess a degree in business related field or equal experience
5. Essential time management skills
6. Detail orientated
7. Have knowledge of municipal laws, policies, and regulations
8. Budgeting development and implementation knowledge

9. Must be able to obtain notary certification and qualified to be bonded
10. Be familiar with Missouri Sunshine Law Requirements
11. Have a valid Missouri Driver's License

**Experience:**

1. QuickBooks: 2 years (preferably)
2. Microsoft Word & Excel: 2 years (preferably)
3. Office Support: 2 years (preferably)

**Essential Functions:** While performing the duties of City Clerk and Police Records Clerk, the employee will be required to:

1. Sit, stand, climb, stoop, and kneel
2. Problem solve
3. Make decisions under pressure
4. Analyze problems and situations
5. Lift, carry, push, and/or pull 25 pounds
6. Sorting, organizing, and retrieving of files
7. Maintain confidentiality
8. Proofread reports
9. Attention to detail
10. Prioritize daily workflow

The City Clerk is also responsible for completing the duties of a Police Records Clerk. These duties include, but not limited to:

1. Maintain police records filing
2. Receives, edits incoming police reports including arrest, offense, and crash reports
3. Reviews, edits and produces accurate arrest and police records and reports
4. Complete and mail State related forms.
5. Data entry of citations and warning tickets
6. Prepare reports for attorneys, courts, etc.

**Pay:** This is a salary position

The City Clerk is an officer of the city. Appointed, employed, and compensated at the discretion of the Mayor and Board of Aldermen.

Applications are available online at [hawkpointmo.com](http://hawkpointmo.com) under Employment Opportunities and available at Hawk Point City Hall during normal business hours. Please call 636-338-4377 for more information.