

## City Clerk Ashburn, Georgia

**BRIEF SUMMARY:** Performs highly administrative and clerical duties that may involve any and all functions of City Government. Work is performed under the general supervision of the City Manager.

### MAJOR DUTIES:

- Attends all Council meetings and records and maintains all data of meetings; performs all work related to maintaining books of ordinances and resolutions; posts and advertises all required items for the City Government.
- Supervises building custodian
- Serves as back-up for Customer Service duties
- Reviews and checks records, forms and other documents for accuracy, completeness and conformance to rules and regulations
- Posts a wide assortment of information to records
- Collects information from a variety of sources and compiles data for special and periodic reports
- Attends council and committee meetings, take and transcribes minutes
- Sets up and supervises the maintenance of filing systems
- Assists in development of office procedures
- Operates a variety of data, word processing and other office machines
- Informs members of press of all pertinent city information (i.e. meetings, closures, scheduling changes)
- Maintains resolutions and ordinances in numerical order by year, and sends off ordinances for codification
- Serves as Election Superintendent and supervises the city's general elections
- Coordinates with City Attorney regarding Ordinances and Resolutions and preparation of such;

- Performs other duties as assigned.

**SUPERVISORY CONTROLS:** The City Manager assigns work in terms of departmental goals and objectives. Work is reviewed through conferences, reports, and observation of departmental activities.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** Manages and directs staff assigned to City Hall for Fiscal, Human Resource, and Administrative functions.

**MINIMUM QUALIFICATIONS:** Any combination of education and experience equivalent to graduation from high school and extensive progressively responsible experience in clerical and stenographic work supplemented by courses in shorthand, typing and business practices from a technical school. Certified Municipal Clerk Certification must be attained