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| **JOB DESCRIPTION** | | | | | | |
| **DATE:** | | | | | | |
| COMPANY: |  | | JOB TITLE: | | MUNICIPAL CLERK | |
| DEPARTMENT: |  | | CURRENT INCUMBENT: | |  | |
| DIRECT SUBORDINATES: |  | | INDIRECT SUBORDINATES: | |  | |
| BRIEF DESCRIPTION: | | The post of a municipal clerk entails drafting agendas and bylaws for town or city council; recording minutes of council meetings; answering official correspondence; keeping fiscal records and accounts; and preparing reports on civic needs. | | | | |
| QUALIFICATIONS & REQUIREMENTS: | | * A high school diploma or equivalent; * Ability to give full attention to what other people are saying and to adjust actions *in re*lation to others’ actions; * Ability to use logic and reason to identify the strengths and weaknesses of alternative solutions. | | | | |
| COMPETENCIES: | | * Integrity — Job requires being honest and ethical. * Attention to Detail — Job requires being careful about detail and thorough in completing work tasks. * Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations. * Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude. * Initiative — Job requires a willingness to take on responsibilities and challenges. | | | | |
| TASKS: | | * Issue public notification of all official activities or meetings; * Maintain and update documents, such as municipal codes or city charters; * Maintain fiscal records and accounts; * Participate in the administration of municipal elections, such as preparation or distribution of ballots, appointment or training of election officers, or tabulation or certification of results; * Perform budgeting duties, such as assisting in budget preparation, expenditure review, or budget administration; * Plan and direct the maintenance, filing, safekeeping, and computerisation of all municipal documents; * Prepare meeting agendas or packets of related information; * Prepare ordinances, resolutions, or proclamations so that they can be executed, recorded, archived, or distributed; * Record and edit the minutes of meetings and distribute to appropriate officials or staff members; * Respond to requests for information from the public, other municipalities, state officials, or state and national legislative offices. | | | | |
| LINES OF COMMUNICATION: | | SPECIFY | | | | |
| WORKING CONDITIONS: | | Indicate whether the position is half time or full time. List any unique working conditions such as hours  etc. | | | | |
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| SIGNATORIES: | | | | | |  |
|  | NAME: | | | DATE: | | SIGNATURE: |
| INCUMBENT: |  | | |  | |  |
| LINE MANAGER: |  | | |  | |  |
| HR MANAGER: |  | | |  | |  |