



# City of Herculaneum

## CITY CLERK

**GENERAL SUMMARY:** PERFORMS DUTIES TO PROVIDE ADMINISTRATIVE SUPPORT FOR THE MAYOR AND BOARD OF ALDERMAN. SHOULD HAVE KNOWLEDGE OF ACCOUNTING, PAYROLL REPORTING, RECORD KEEPING AND ELECTION PROCEDURES. REQUIRED TO ATTEND BOARD OF ALDERMAN MEETINGS AND SPECIAL MEETINGS. KNOWLEDGE OF STATE LAWS AND REGULATIONS GOVERNING THE CITY'S ACTIVITIES. SHALL PERFORM DUTIES ACCORDING TO THE HERCULANEUM MUNICIPAL CODE SECTION 120.010 AND MISSOURI STATE STATUTE 79.3320.

### DUTIES

- PREPARE MEETING AGENDAS AND MEETING PACKETS FOR THE BOARD OF ALDERMAN, POSTING OF MEETING AGENDAS AND INFORMATIONAL PACKETS PER STATE REQUIREMENTS AND DISTRIBUTION OF THE MEETING PACKETS TO THE BOARD OF ALDERMAN.
- ATTEND BOARD OF ALDERMAN MEETINGS, SPECIAL MEETINGS AND HEARINGS, RECORD MINUTES AND RETAIN ACCORDING TO RETENTION SCHEDULES.
- PREPARE NEW EMPLOYEE BENEFITS AND PAPERWORK PACKETS, SCHEDULE PRE EMPLOYMENT PHYSICALS AND DRUG SCREENS, AND I-9 VERIFICATION FOR ALL NEW HIRES, MAINTAIN PERSONNEL FILES.
- MAINTAINS AND ADMINISTERS THE CITY SEAL AS NEEDED TO CERTIFY RECORDS OF THE CITY. IS A NOTARY PUBLIC TO NOTORIZE CITY DOCUMENTS AND OFFER THE SERVICE TO RESIDENTS.
- SIGNS CHECKS AS PART OF A TWO PERSON CHECK SIGNING SAFEGAURD.
- CITY LICENSES-PROVIDES APPLICATIONS FOR BUSINESS, LIQUOR, AND OTHER MISCELLANEOUS LICENSES, CHECKS FOR COMPLIANCE WITH APPLICABLE ORDINANCES AND STATUTES, TAKES PAYMENT FOR LICENSES AND RECORDS TO PROPER ACCOUNT, PRESENTS TO THE BOARD OF ALDERMAN FOR APPROVAL, ONCE APPROVED ISSUE THE SAID LICENSE, AND WORK WITH THE DEPARTMENT OF REVENUE ON NO TAX DUE AND REVOCATION NOTICES.
- ADMINISTERS OATHS OF OFFICE TO ELECTED OFFICIALS AND POLICE OFFICERS
- ELECTION DUTIES-COORDINATES VOTER REGISTRATION BY HELPING PEOPLE WITH REGISTERING OR CHANGE OF ADDRESS AND SUBMITTING TO THE COUNTY CLERK'S OFFICE, FOLLOWS RULES WITH ELECTION PROCEDURES, PREPARES THE SAMPLE BALLOT

TO BE SENT TO THE COUNTY CLERKS OFFICE FOR CERTIFICATION, REPORTS ELECTION RESULTS TO THE BOARD OF ALDERMAN, SHOULD BE FAMILIAR WITH FILING DATES AND PROCEDURES, FILE ALL NECESSARY REPORTS WITH THE MISSOURI ETHICS COMMISSION.

- SUNSHINE REQUESTS-RECEIVE A WRITTEN OR AN ELECTRONIC RECORDS REQUEST, TRY TO ESTIMATE HOW LONG IT WILL TAKE TO DO THE RESEARCH AND MAKE A RESPONSE WITH ESTIMATED PRICES AND TIMEFRAME THEY CAN EXPECT THE RECORDS, ONCE THE RECORDS ARE RETRIEVED YOU SHOULD NOTIFY THEM OF THE PRICE AND ONCE THEY MAKE PAYMENT, RELEASE THE INFORMATION.
- LICENSES ALL CITY VEHICLES AND EQUIPMENT WITH THE DEPARTMENT OF REVENUE AND PREPARES TITLES AND BILL OF SALES FOR ALL SALE OF CITY VEHICLES AND EQUIPMENT.
- ADMINISTERS THE MISSOURI LAGERS RETIREMENT PROGRAM FOR EMPLOYEES MONTHLY, HADLES ENROLLMENTS, TERMINATIONS, RETIREMENTS, PAYMENTS, AND UPDATING YEARLY RATES.
- LIABILITY INSURANCE-HANDLE ALL CLAIMS OF THE CITY, HANDLE THE YEARLY RENEWAL, REVIEW AND UPDATE AS ITEMS ARE PURCHASED OR SOLD, MAKE ANNUAL PREMIUM PAYMENT. MAKE SURE ALL EMPLOYEES THAT HANDLE MONEY FOR THE CITY ARE BONDED.
- WORKMEN'S COMP INSURANCE-HANDLE ALL CLAIMS OF THE CITY, HANDLE THE YEARLY AUDIT, AND MAKE ANNUAL PREMIUM PAYMENT.
- RECORD DEEDS, PLATS, LEINS, LEIN RELEASES, ETC. WITH THE COUNTY RECORDER'S OFFICE.
- MAINTAIN RECORDS-MAINTAIN ALL CITY RECORDS ACCORDING TO STATE RETENTION SCHEDULES, SAFELY STORE CITY RECORDS SUCH AS, BUT NOT LIMITED TO MEETING MINUTES, ORDINANCES, RESOLUTIONS, ETC., ENTER RECORDS INTO LASERFICHE SYSTEM, CODIFY CITY ORDINANCES YEARLY IN JULY AND SEND IN UPDATES AS THEY ARE PASSED.
- POST LEGAL NOTICES IN THE LOCAL NEWSPAPERS FOR PROJECTS, HEARINGS, JOB OPENINGS, ETC.
- ASSIST WITH THE ANNUAL AUDIT OF THE CITY, PREPARE REPORTS AS NEEDED, ASSIST IN BUDGET PREPARATION FOR CITY HALL AND THE WATER DEPARTMENT, ANALYZE BUDGET REQUESTS, SUPERVISES PURCHASING REQUISITIONS, AND PAYMENT OF BILLS.
- TAX LEVY-PREPARES THE TAX RATE PAPERS, ORDINANCE, AND POST LEGAL NOTICE IN NEWSPAPER FOR THE CERTIFICATION OF TAX LEVY BY THE COUNTY COLLECTOR.
- RECEIVE AND RECORD ALL PAYMENTS RECEIVED BY THE CITY TO THE CORRECT ACCOUNTS, DEPOSIT SAID MONIES IN A TIMELY FASHION, MAINTAIN RECORDS OF TAXES COLLECTED
- SUPERVISE FRONT OFFICE STAFF, INCLUDING RECOMMENDING AND IMPLEMENTING APPROVED DISCIPLINE, PLAN SCHEDULES AND ASSIGN WORKLOADS TO THE FRONT OFFICE, PROVIDE STAFF DEVELOPMENT AND MAINTAIN HIGH STANDARDS NECESSARY FOR EFFICIENT PROFESSIONAL OPERATIONS.
- KEEP UP WITH ALL LOCAL, STATE, AND FEDERAL YEARLY UPDATING AND PASSWORD CHANGES.

- PROVIDE INFORMATION TO THE PUBLIC AND STAFF REGARDING CITY OPERATIONS AS ESTABLISHED IN ADMINISTRATIVE PROCEDURES AND POLICIES, RESEARCH INQUIRIES FROM THE PUBLIC AND STAFF AND COMPILE INFORMATION FOR INCLUSION IN VARIOUS REPORTS.
- ANSWER PHONES, DIRECT CALLS TO THE APPROPRIATE DEPARTMENTS FOR RESOLUTION, HANDLE CUSTOMER COMPLAINTS AND FOLLOW UP WITH THEM TO MAKE SURE THE ISSUES HAVE BEEN ADDRESSED, ASSIST OTHER DEPARTMENTS AS NEEDED, AND SERVE AS BACKUP FOR PAYROLL AND ACCOUNTS PAYABLE.
- ORGANIZES AND OVERSEES INTERNAL AND EXTERNAL EVENTS, MEETINGS, AND CONFERENCES. ARRANGE LOGISTICS, MATERIALS, AND AUDIO-VISUAL EQUIPMENT AS NEEDED.

### **KNOWLEDGE OF**

- PROPER USE OF ENGLISH, SPELLING, GRAMMAR, AND PUNCTUATION, BASIC BUSINESS LETTER WRITING, BASIC MATH AND ABILITY TO MAKE CHANGE, COMPUTER EXPERIENCE USING WINDOWS BASED COMPUTERS AND APPLICATIONS, BUT NOT LIMITED TO EXCEL AND WORD DOCUMENTS, NAVIGATE THE INTERNET AND SCANNING.
- MAINTAINING THE SAFETY, CONFIDENTIALITY, AND RETENTION OF CITY RECORDS AS REQUIRED BY LAW, AND ASSIST IN RECORDS RETENTION AND DESTRUCTION PRACTICES.

### **SKILLS**

- SHOULD BE ABLE TO COMMUNICATE EFFECTIVELY ORALLY AND IN WRITING AND ESTABLISH EFFECTIVE WORKING RELATIONSHIPS OTHERS, PRIORITIZE TASKS ACCORDINGLY, WORK INDEPENDENTLY ON TASKS, COPE WITH INTERRUPTIONS, WORK UNDER PRESSURE, AND MEET CHALLENGING DEADLINES.

### **APPLICATION PROCESS**

Please send a cover letter and resume to [Dhosna@cityofherculaneum.gov](mailto:Dhosna@cityofherculaneum.gov). This positions will remain open until filled.