

## CITY OF CHEHALIS POSITION DESCRIPTION

Class Title: **City Clerk**  
Department: **City Clerk's Office**

FLSA Status: Exempt  
Union Status: Non-Represented  
Updated: February 2021

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*Position descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Descriptions are **not** intended to reflect all duties performed within the job.*

### **NATURE OF POSITION:**

Performs a variety of complex administrative functions in overseeing all aspects of the City Clerk's Office. Administers the records management program for city records and serves as custodian of official records and seal as required by city ordinance and state statutes. Serves as clerk to the city council. Requires a high degree of discretion and confidentiality.

### **SUPERVISION RECEIVED:**

This is an appointed "at will" position under the direct supervision of the City Manager. Work is reviewed through personal conferences, group meetings, written and oral reports and an annual evaluation.

### **SUPERVISION EXERCISED**

None generally. As assigned or required may train, provide direction or act as a lead worker to other staff, seasonal/temporary, community service, and/or volunteer workers.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here.*

Compiles and prepares city council agendas for distribution.

Attends all regular and special city council meetings. Prepares locations for meetings.

Takes notes, records and composes clear, accurate and comprehensive minutes of city council and other meetings.

Responsible for compliance with statutory requirements and city policy regarding public hearings, legal notices and other procedural matters pertaining to city council meetings and city records.

Provides certification of legal documents requiring such certification.

Records and serves as custodian of all resolutions, ordinances, agreements, deeds, easements, property annexations, street/right-of-way vacations and other official city documents.

Maintains all city clerk files.

Responsible for codification of city ordinances and maintenance of the Chehalis Municipal Code.

Prepares agenda reports relating to the City Clerk's Office.

Serves as City of Chehalis' Records Officer to assure the City is in compliance with the Public Records Act and the City's Public Disclosure Policy. Responds to requests for public information as required by state law and city policy.

Notifies news media and other interested parties of city council meetings in accordance with state law.

Serves as a notary public.

Develops standard operating procedures and filing systems for the City Clerk's Office.

Maintains city's records management program. Ensures that records are archived, indexed and retained or purged as required by law and policy.

Accepts bid and Request for Proposals/Qualifications. Conducts bid openings.

Responds to citizen inquiries. Responds to or directs telephone calls and citizen visits to the appropriate departments.

Works confidentially and with discretion at all times.

Develops and follows personal work plan to accomplish assignments and objectives within available resources.

Prepares and monitors annual office budget.

Types letters, reports, memos, and other correspondence for city councilors. Schedules meetings and makes reservations. Maintains subject files and records. Compiles and distributes information and performs minor research.

Serves as a secretary of the Firemen's Pension Board.

Successfully participates in and completes training and obtains and maintains applicable certification and/or licensing and eligibility in:

- Records Retention and Management
- Open Public Meeting Act
- Public Records Disclosure and Dissemination

## **OTHER JOB FUNCTIONS:**

Maintains regular, reliable, and punctual attendance.

Follows directions and implements or carries out written and/or oral instructions and assigned duties.

Effectively communicates orally and in writing using the English language.

Serves and participates as a member of the city's management team. As directed, may participate in various committees and community organizations.

Attends meetings, conferences, and events as necessary, including those held before or after normal business hours. May be required to work weekends and before or after normal working hours.

Travels within the city as well as out of town to conferences or training.

Follows all applicable safety rules and procedures.

Reviews professional literature and remains current on developments related to records management, public records requests, open public meeting laws and other job-related topics

And such other related tasks, duties and responsibilities as assigned. Duties may be expanded, decreased or altered at the discretion of the City Manager.

## **REQUIRED QUALIFICATIONS**

### **Education and Experience:**

Graduation from an accredited high school or GED equivalent.

College level course work in accounting, business administration, finance, or closely related field.

Five years of progressively responsible experience in office and administrative work.

*In place of the above requirements, any combination of education and experience that provides the applicant with the required knowledge, skills and abilities to perform the job may be considered as qualifying.*

### **Licenses, Certifications and Other Requirements:**

Must be 18 years or older at time of employment.

Must possess a valid Washington State Drivers License with good driving record. Out of state applicants must possess valid license for state of residence and must obtain valid Washington State Drivers License within 30 days of appointment. Finalists for this position will be required to provide a Driving Record Abstract for review by the City of Chehalis.

Certified as a Public Notary in the State of Washington.

Must successfully satisfy a background investigation.

Must be bondable.

**Working Knowledge Of:**

Computers and electronic data processing, including Microsoft Office Suite.

Office practices and procedures.

Principles, practices, purposes, and functions of a city clerk in city government.

City services, policies, and procedures.

Current records management procedures, requirements, and laws.

Construction and form of city ordinances, resolutions, and documents.

**Skilled In:**

Operating listed tools and/or equipment.

Accurate typing skills with a required minimum of 30 wpm.

**Ability To:**

Establish good and effective working relationships with representatives from other agencies, public officials, staff, citizens, and community groups.

Read, comprehend, and write the English language and to effectively communicate detailed and technical information and recommendations both verbally and in writing, and to understand, follow and transmit written and oral instructions.

Deal tactfully and courteously with the public and maintain composure in difficult and/or stressful situations with frequent interruptions and maintain a non-judgmental attitude towards others.

Exercise sound judgment in analyzing issues, identifying alternative solutions, projecting consequences, and making decisions and recommendations. Ability to take ownership of decision making and deal constructively with conflict.

Public disclosure, and records management.

Perform basic arithmetic computations and data entry functions accurately.

Work confidentially and with discretion.

Interpret and apply federal, state, and local policies, procedures, laws and regulations.

Perform the physical demands and essential duties and responsibilities described.

**Desired Skills and Abilities (not required):**

Prior administrative experience working for or directly with a municipal government.

Experience in budgeting, parliamentary procedures.

Municipal Clerk Certification through International Institute of Municipal Clerks or similar.

**MACHINES, TOOLS AND EQUIPMENT USED IN PERFORMING ESSENTIAL JOB FUNCTIONS:**

*The machines, tools and equipment described here are representative of, but not limited to, those that may be used by an employee to successfully perform the essential functions of the job.*

Personal computer and specialty software, 10-key calculator, telephone, typewriter, fax and copy machines, postage machine, audio/video recording system, and transcriber.

**PHYSICAL DEMANDS:**

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

While performing the duties of this job, the employee is regularly required to: Sit or stand in a stationary position for an unspecified duration, perform repetitive movements/motion in job-related tasks, move around in a typical office setting, operate under their own power typical office equipment and supplies, climb ladders and stairs, stoop, bend, kneel, crouch or crawl as necessary for various job-related tasks, communicate verbally with others.

Requires normal ability to read and visually process information - specific vision abilities include close, distance, color and peripheral vision, depth perception, and the ability to adjust focus.

The employee must regularly perform Medium Work – lifting and/or exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

**WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Work is performed almost exclusively at the City Hall in an office environment but may occasionally take place at other facilities and locations. The noise level is generally that expected in a typical office environment. The employee is routinely exposed to household cleaning supplies and/or basic office supplies (e.g., copy machine toner).

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*The duties and responsibilities listed above are intended to be illustrative only of the type of work performed. The omission of other specific duties does not exclude them from the requirements of the position if they are similar, related or logical assignments to the position.*

*The position description does not constitute an employment agreement between the City and the employee and is subject to change by the City as its needs and the requirements of the job change.*

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