

City Recorder

DEPT: Legal Services	FLSA: Exempt
DIV:	EEOC: Officials/Admin
DATE: July 2016	



POSITION SUMMARY

Performs a variety of **administrative, technical and complex clerical** duties related to planning, directing, organizing and controlling city-wide document management, city elections and related administrative functions established by state statute or local ordinance. This position is designated as at-will.

SUPERVISION RECEIVED

Works under the general supervision of the City Mayor, Administrator or Assistant City Administrator.

SUPERVISION EXERCISED

Provides close to general supervision to Executive Assistant/Deputy City Recorder.

ESSENTIAL FUNCTIONS

Prepares agenda(s) and packets for official legislative or executive meetings of the city; attends council meetings, takes and transcribes minutes; records, publishes and files new ordinances and resolutions; serves as custodian of city seal; acts as notary public, attests to signatures on official documents; countersigns all agreements and contracts.

Certifies annexation petitions;; issues proper notice and accepts written protests as prescribed by state statute.

Attends city council meetings, , scans documents in to "document imaging software", prepares city council packets and takes minutes; ; maintains permanent hard copy records in minute books; maintains permanent record of all original documents, copies and reference book for resolutions and ordinances; maintains bonds and oaths of city officers.

Ensures compliance with laws and guidelines regarding public access to city records; maintains city records management system; records documents and maps, catalogs and references documents and information for easy identification, location and duplication; assures compliance with state laws related to public access (GRAMMA II, UCA 63, 6-2); assures proper classifications are applied to city documents and records; assists public by filling or coordinating records requests; establishes and monitors retention schedules on documents and assures timely archiving or purging of record according to law, ordinance or practice.

Accepts and certifies in behalf of the city all summons, lawsuits, and served notices; issues orders, answers, responses, etc., which are deemed final and conclusive according to state regulations; receives and processes claims of injury, personnel action appeals, etc. and certifies decisions of appeal board(s).

Acts as city Elections Official; coordinates and manages city elections by ordering supplies, selecting judges and polling places, tabulating election results and auditing returns; adjudicates election complaints and disputes and maintains security of election proceedings; conducts special elections by referendum or initiative petition.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Graduation from college with an associate degree in business, public administration; plus three (3) years of specialized training provided through government workshops, seminars or approved academic curriculum;
 - AND
 - B. Two (2) years of progressively responsible experience directly related to above duties.
 - OR
 - C. An equivalent combination of education or experience.
2. Required Knowledge, Skills, and Abilities:

Considerable knowledge of Microsoft Office Suite; laws governing records retention, archiving, management and access (GRAMMA II); modern office practices and procedures; principles of supervision; coding, classifying, and indexing methodology related to recording city ordinances, laws,

contracts, documents. **Working knowledge of** administrative procedures; city government and inter-relationship of various city functions; technical writing. **Some knowledge of** general research methods, sources, and procedures.

Considerable skill in performing various keyboard operations utilizing standard and customized software applications.

Ability to understand and interpret laws and ordinances governing the operation of the office of city recorder; perform detailed records research; produce clear and accurate reports on a variety of subjects; acquire considerable knowledge of state and local statutes pertaining to city council meetings; exercise initiative, independent judgment and to act resourcefully under varying conditions; plan, organize, and coordinate the work of other personnel; maintain strict confidentiality related to sensitive administrative information; operate personal computer (Windows) and city database system in utilizing various programs to produce or compose formal documents, reports and records; establish and maintain comprehensive records and files; work with the public and develop effective working relationships; communicate effectively, verbally and in writing; operate standard office equipment.

3. Special Qualifications:

Must be bondable; May be required to be or become a Certified Municipal Clerk.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)