

MUNICIPAL CITY CLERK

JOB DESCRIPTION

JOB TITLE - Municipal City Clerk Hourly - \$20-\$25 Hourly, based on a forty-hour work week.

SUPERVISOR – Governing Body

DISTINGUISHING FEATURES OF THE POSITION

This position is responsible for the administration of all municipal records. The City Clerk is the official custodian of municipal documents and supervises municipal finances. An employee of this class has responsibility for a substantial amount of public contact in furnishing information concerning city ordinances and policies. Work is performed under the general direction of the Governing Body and is reviewed for consistency with city policy and established procedures.

RESPONSIBILITIES

Records official transactions and proceedings of city council meetings

Prepare and keep suitable fiscal records according to accepted accounting principles

Maintains custody of ordinances, resolutions and other official documents and records

Issues licenses and permits

Furnishes the public with information on municipal ordinances

Supervises office personnel

Keeps the corporate seal of the city and is authorized to administer oaths

Assists in preparing annual budget

Supervises the collection of all municipal revenue

Responsible for utility billing

Audits monthly, quarterly, and annual financial reports

Responsible for all aspects of HR and Payroll, including preparing and filing of W-2's, W-3's and 1099's.

Supervision of Collections on Accounts Receivable Aging

Responsible for Accounts Payable

Keep an accurate account of all bonds issued by the city

The city clerk is designated as the withholding agent of the city for the purposes of the Federal Revenue (Income) Act. And shall perform the duties required of withholding agents by said act or any other act requiring withholding from the compensation of any city officer or employee. The clerk shall perform such other duties as may be prescribed by the governing body or the Kansas Statutes. Also responsible for all Sales, Federal Withholding, State Withholding and Unemployment: Monthly, Quarterly and Annual Tax Returns.

REQUIRED KNOWLEDGE, ABILITY, SKILL, AND OTHER ATTRIBUTES

Considerable knowledge of the regulations, procedures and practices relating to the proceedings of the council and the custody and publication of official documents.

Considerable knowledge of laws and regulations governing city licensing

Knowledge of business office management

Knowledge of the principals and practices of municipal accounting

Knowledge of data processing procedures

Ability to record official transactions accurately

Ability to establish and maintain effective working relationships with the public and with other municipal officials and employees

REQUIRED TRAINING AND EXPERIENCE

Graduation from a standard high school or vocational school. Bachelor's degree in business administration preferred, or any combination of training and experience which provides the required knowledge, ability, and skill.