

JOB TITLE: City Clerk

DEPARTMENT: Administration, City of Washington

JOB SUMMARY: This position is responsible for managing and supervising the receipt of all municipal funds and for serving as custodian of all legal documents for the city.

MAJOR DUTIES:

- Serves as custodian to maintain files of all legal documents for the city. Signs, certifies, and preserves all city ordinances, resolutions, contracts, reports, and other documents.
- Receives monies and reconciles cash receipts for bank deposits collected at drive-through window and night deposit box; balances cash drawer against monies collected; reconciles bank statements; monitors accounting records of the General Administration departmental budget.
- Processes payroll and prepares ACH for overall withholding, insurance, personal deductions, garnishments, and others; prepares state/federal tax and payroll reports; coordinates insurance and workers compensation claims.
- Supervises Billing Coordinator and Customer Service Clerks.
- Supervises the collection of business license fees, preparation of tax digest, issuance of tax bills, collection of taxes, and execution of delinquent taxes.
- Assists City Administrator in personnel matters such as advertising job openings, onboarding new hires (drug screen, insurance enrollment, retirement plan enrollment); maintaining records of employee leave balance; administering city retirement plan; overseeing preparation of required federal and state tax payments and reports.
- Serves as official secretary for City Council; prepares meeting agendas, records, and preserves official meeting minutes and other official documents, and receives legal service of papers.
- Assists in the development of the annual departmental budget.
- Provides information regarding city government activities to elected officials, other city employees, and the public.
- Signs checks, requisitions and purchase orders; issues POs and solicits bids.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of public administration, including management, supervision, and budgeting procedures.
- Knowledge of public personnel administration.
- Knowledge of the principles and practices of accounting.
- Knowledge of city ordinances, codes, policies, and procedures.
- Knowledge of state and federal laws governing municipal operations.
- Skill in operating such office equipment as a computer and copier.
- Skill in report preparation and records maintenance.
- Skill in oral and written communication.

SUPERVISORY CONTROLS: The City Administrator assigns work in terms of departmental goals and objectives. Work is reviewed through conferences, reports, and observation of departmental activities.

GUIDELINES: Guidelines include city ordinances, relevant state and federal laws, and city policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY: The work consists of varied administrative and supervisory duties.

SCOPE AND EFFECT: The purpose of this position is to coordinate and supervise the maintenance of records of financial and legal transactions for the city. Successful performance helps ensure a financially sound and effectively documented city administration.

PERSONAL CONTACTS: Contacts are typically with co-workers, local and state elected officials, employees from other departments, vendors, and the public.

PURPOSE OF CONTACTS: Contacts are typically to give and exchange information, resolve problems, provide services, and motivate personnel.

PHYSICAL DEMANDS: The work is typically performed with the employee sitting, standing, walking, or stooping.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Billing Coordinator and Customer Service Clerks.

MINIMUM QUALIFICATIONS:

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

SALARY RANGE: \$45,000 – 65,000 depending on experience.

ADDITIONAL BENEFITS:

- Employer provides 3% to 401(b) plus option for additional match. Vested in 5 years.
- Employer provided health care (Humana)
- 10 paid holidays
- Earned personal leave time

TO APPLY: Send cover letter and resume to hr@wga.gov.