

**ADMINISTRATIVE ASSISTANT/DEPUTY CITY CLERK
CITY OF JORDAN**

Title of Class: Administrative Assistant/Deputy City Clerk

Effective Date: January 2018

DESCRIPTION OF WORK

General Statement of Work: Performs routine though highly technical clerical and paraprofessional work assisting the City Administrator. Performs general clerical work for City staff without other support staff. Performs other duties as may be required.

Supervision Received: Works under general supervision of the City Administrator.

Supervision Exercised: Provides technical and general work direction to election officials and interns.

TYPICAL DUTIES PERFORMED

The listed examples may not include all duties performed by all positions in this class. Duties may vary somewhat from position to position within a class.

Prepares correspondence, memorandums, reports, resolutions, ordinances and reporting forms for the Administrator and other Department Heads without support staff.

Takes and prepares minutes for all City Council meetings, maintains official Council meeting records including minutes, resolutions and ordinances.

Assembles processes the digital posting of the City Council agendas including all agenda item cover sheets and all attachments. Also emails out the agenda link to the constant contact list. Prepares the Council Chambers for meetings.

Drafts correspondence on behalf of the City Administrator.

Coordinates all election activities including securing facilities, organizing election judges, ensuring training and election law compliance.

Issues and maintains all liquor license records including applications, insurance and regulatory compliance materials. Liquor license records include on-sale, off-sale, temporary on/off-sale and special event licenses.

Issues and maintains all cigarette license records including applications and regulatory compliance materials

Issues and maintains all dog/cat license records, peddlers permit records, refuse collection/disposal licenses and any other license or permit records required by the City pursuant to ordinance.

Receives and processes all building permits, sign permits and burning permits, ensuring application is complete and all necessary documents are included with the application. Collects and records all fees and charges for permits.

Oversees and coordinates City's record retention and disposition program to include central file system, archive record system and disposal program. Ensures compliance with state and federal regulations.

Greets the public, determines the nature of business, provides information, answers questions, and refers as appropriate.

Acts as backup receptionist, Deputy Registrar and cashier as required. Receives, reviews, processes and collects monies for motor vehicle registrations, utility billings and special assessment payments.

Prepares and distributes public improvement, refuse and assessment hearing notices to affected property owners. Prepares and maintains assessment rolls prior to submission to the Council for application to tax records.

Deposits all building permits, burning permits, dog licenses, and liquor licenses fees.

Coordinates vendor activity for City-wide cleanup activities. Provides notice of events, files reports with the county relating to cleanup operations, volumes and disposal activities and prepares report forms for reimbursement for recycling grant funds.

Coordinates Celebrate Jordan activities on behalf of the City.

Compiles information for City Residents Guide, maintains City Calendar of Events and provides public information on City services.

Oversees production of City newsletter six times per year: compiles articles, edits, copies and coordinates distribution.

Maintains central supplies inventory and coordinates purchases to ensure efficiencies.

Assists in coordinating "Gopher State One Call" activities with Public Works and utility service companies.

Assists with special projects.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of City Council procedures and requirements.

Considerable knowledge of City operations, practices and procedures.

Considerable knowledge of modern office practices, procedures and equipment.

Working knowledge of election laws and procedures.

Working knowledge of licensing procedures and applicable statutes.

Considerable skill in the use of office equipment including computers and related peripherals.

Considerable ability to communicate effectively and efficiently with the general public, customers and City staff.

Considerable ability to operate computer software applications for word processing, spreadsheets, database management and related software with speed and accuracy.

Working ability to prioritize work and work independently.

Must be able to maintain and adhere to rigid confidentiality standards for municipal operations.

MINIMUM QUALIFICATIONS

Four years of clerical experience with emphasis in administrative support of a Chief Administrative Officer for an organization. Demonstrated knowledge of complex system, organizational and records maintenance functions in a public setting.

DESIRED QUALIFICATIONS

Two years of college training/education in administrative support and business operations plus four years of experience as staff support for the Chief Administrative Officer for a public organization. Ability to achieve certification as a Municipal Clerk within 2 years of hiring.