City Clerk

POSITION DESCRIPTION

DEPARTMENT: City Clerk Department
REPORTS TO: City Manager
CLASSIFICATION STATUS: Non-Exempt

MAJOR FUNCTION:

Performs complex skilled clerical and upper-level administrative work managing the various functions and responsibilities of the City Clerk's office as City Clerk. Work is performed under the administrative direction of the City Manager. Supervision is exercised over any staff person who serves in the capacity of Deputy City Clerk.

Considerable independent judgment and initiative are required in performing assigned tasks thoroughly and without error. Considerable tact and courtesy are required in frequent contact with division managers, other department directors, city officials, and the public. Reports directly to the City Manager.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the major tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such duties are a logical assignment to the position. Specific tasks on a day-to-day basis will reflect the overall areas of expertise for this position.

- Serves as Clerk to the City Commission; prepares and maintains official records and files; conducts municipal elections.
- Coordinates the preparation of the City Commission agenda and minutes;
- Maintains official city records;
- Serves as the Records Management Liaison Officer to the state archives;
- Maintains records and files on contracts, ordinances, resolutions, deeds, easements, and other official records;
- Writes resolutions or proclamations as needed and ensures their processing;
- Maintains, stores, and disposes of public records in accordance with Florida Statutes;
- Serves as lead person for all Public Records Requests at the City to ensure all requests are fulfilled according to Florida Statute;
- Research official records for citizens and city personnel;
- Records and transcribes minutes of official City Commission meetings; and the meetings of the Commission appointed committees.

- Attends annual meetings with the Putnam County Supervisor of Elections to prepare for the annual municipal election;
- Attends Commission meetings, Special meetings, CRA meetings, committee meetings, and work sessions;
- Places legal ads as needed; maintains liens and ensures that satisfaction of liens are processed and recorded;
- Accepts all bids and publicly opens and reads all bids at the appropriate time;
- Acts as official custodian of the city seal; records pertinent city documents at courthouse as required;
- Serves as liaison for all City boards and committees; prepares memos for City Commission appointments/resignations of the board and committee members; maintains all applications for City boards and committees; assists all committee/board chairs, vice-chairs, secretaries, and members; files State reports for members of various boards and committees
- Assists with the listing of memberships for the annual board and committee reception;
- Administers oaths;
- Performs related tasks as required.
- Business Tax Receipts
- Places, meetings, agendas, packets, events, and notices on the Website.
- Perform administrative duties specific to the codification of ordinances.

MINIMUM QUALIFICATIONS:
Knowledge, Skills, and Abilities:

- Knowledge of the functions and organization of the municipal government.
- Knowledge of the rules of order as related to public hearings.
- Knowledge of the City's Charter and Code.
- Knowledge of public administration, ordinances, policies, and procedures of the City.
- Knowledge of legal requirements, rules, and procedures of the City Commission meetings.
- Knowledge of local, State, and Federal laws, rules, and regulations as applied to the activities and programs of municipal government.
- Knowledge of office methods, procedures, and equipment.
- Ability to research and prepare reports.
- Ability to express ideas effectively, both orally and in writing.
- Ability to plan and direct the work of subordinates when applicable.
- Ability to establish and maintain effective working relationships with city officials, associates and the general public.
- Ability to organize, record, and deliver information.
- Ability to exercise analytical judgment in areas of responsibility.
- Ability to perform research, compile records and reports, and to make effective applications of findings.
- Ability to problem solve and make quality decisions.
- Ability to operate modern office equipment such as a personal computer, calculator, fax machine, copy machine, and telephone.
- Ability to utilize effectively related software such as word processing, database, and spreadsheet applications.

TRAINING, CERTIFICATIONS, AND EXPERIENCE:

High School Diploma or GED.
A minimum of five years of experience in administrative or clerical work in city government is preferred.
A minimum of three years of experience as a Municipal Clerk or Deputy Municipal Clerk is preferred.
Must have Certified Municipal (CMC) status or obtain this certification within three years of hire
Must be a Notary Public for the State of Florida or obtain this certification within three months of hire
Graduation from an accredited four-year college or university with a bachelor's degree in business or public administration is preferred.

SPECIAL REQUIREMENTS:

Must have a valid Florida Drivers' License.
Every Crescent City employee is required to fill out a Disaster Response Survey and is subject to being required to report to work during a declared disaster.

PHYSICAL DEMANDS:

Physical Ability:

Requires sedentary work that involves walking or standing some of the time and routine keyboard operations. The job risks exposure to no significant environmental hazards.
The job requires normal visual acuity, the field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception. Ability to stand and sit for periods longer than 30 minutes but not to exceed four hours consecutively. Ability to climb stairs and ladders occasionally. Ability to lift boxes not exceeding 15 pounds occasionally.

Sensory Requirements:

Vocal communication is required for expressing or exchanging ideas by means of the spoken word. Hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
Ability to learn complex tasks and remember how to complete tasks without assistance once trained.

WORK ENVIRONMENT:

Ability to deal with stress related to occasional deadlines and occupational problems, which demand immediate attention. Ability to accept decisions made by others that may be in opposition of own views. Ability to juggle priorities and multi-task.

with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

The employee's signature below attests that the employee has read and understands this job description, believes they possess the minimum qualifications and are capable and willing to perform all essential functions.

City Manager	Employee Signature
Date	Date

THE CITY OF CRESCENT CITY FLORIDA

City Hall: (386) 698-2525
Fire: (386) 698-1212
Gas Dept: (386) 698-1486
Water Dept: (386) 698-2525
FAX: (386) 698-3467

3 NORTH SUMMIT STREET
CRESCENT CITY, FLORIDA 32112-2599

WE ARE AN EQUAL OPPORTUNITY EMPLOYER AND DRUG/SMOKE-FREE WORKPLACE

We consider applicants for all positions without regard to race, color, religion, sex, age, national origin, marital, disability or any other legally protected status. Applicant with a disability who require accommodation for the application/interview process should direct a request in advance to City Hall.

INSTRUCTIONS: Please print or type all information. The application must be filled out accurately and completely. Answer all questions. Do not leave an item blank. If an item does not apply, write ***N/A*** (not applicable). Incomplete applications will not be considered. All statements made on the application are subject to verification. Exaggerated, false, or misleading statements may be cause for rejection or the application and/or termination of employment.

Position Applying for: Date of Application:_____

Last Name:_____ First Name:_____ Middle Name:_____

Address:_____

City:_____ State:_____ Zip: _____

Phone:_____ Alternate Phone:_____

Email:_____

Please Check the Appropriate Boxes

1. If you are under 18 years of age, can you provide required proof of your eligibility to work? ____ Yes ___ No ___ N/A
2. Have you ever filed an application with us before? ___ Yes ___ No ___ N/A
3. Have you been employed with us before? _____ Yes ___ No
4. Are you currently employed? _____ Yes _____ No
5. May we contact your present employer? _____ Yes _____ No
6. Are you currently on "lay-off" status and subject to recall? _____ Yes _____ No
7. Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?
   (Proof of citizenship or immigration status will be required upon employment) _____ Yes ___ No
8. On what date would you be available for work? _____
9. Are you available to work: __ Full Time Part Time ____ Temporary
   Shift Work AM PM Weekends
10. Can you travel if a job requires it? _____ Yes ___ No
11. Have you ever been found guilty of, had adjudication withheld, or pled no contest to any violation of law? ____ Yes ___ No
    If Yes, please give details: Date _____ _____ Felony _____ Misdemeanor

Details

Note: A conviction will not necessarily disqualify an applicant from employment

EMPLOYMENT HISTORY

List previous employment history for the last 5 years, starting with the most recent employment. Please indicate job-related volunteer, temporary, part-time work, and military experience. List all gaps in work history in spaces provided. Resumes may be provided to support employment history listed but will not be accepted in lieu of completing this section of the application.

Dates Employed (Month and Year)		
From	To	Employer ______ Address ______ Telephone Number(s) ______
Hours per Work: ______ Starting Salary $ ______ per ______ Last Salary $ ______ per ______		Your Job Title ______ Supervisor's Name and Title ______ Reason for Leaving Position ______
Specific Duties ______		

BETWEEN THESE JOBS (If applicable) ______ Unemployed ______ In School ______ From (mo/yr) To (mo/yr) ______

Dates Employed (Month and Year)		
From	To	Employer ______ Address ______ Telephone Number(s) ______
Hours per Work: ______ Starting Salary $ ______ per ______ Last Salary $ ______ per ______		Your Job Title ______ Supervisor's Name and Title ______ Reason for Leaving Position ______
Specific Duties ______		

BETWEEN THESE JOBS (If applicable) ______ Unemployed ______ In School ______ From (mo/yr) To (mo/yr) ______

Dates Employed (Month and Year)		
From	To	Employer ______ Address ______ Telephone Number(s) ______
Hours per Work: ______ Starting Salary $ ______ per ______ Last Salary $ ______ per ______		Your Job Title ______ Supervisor's Name and Title ______ Reason for Leaving Position ______
Specific Duties ______		

BETWEEN THESE JOBS (If applicable) ______ Unemployed ______ In School ______ From (mo/yr) To (mo/yr) ______

Dates Employed (Month and Year)		
From	To	Employer ______ Address ______ Telephone Number(s) ______
Hours per Work: ______ Starting Salary $ ______ per ______ Last Salary $ ______ per ______		Your Job Title ______ Supervisor's Name and Title ______ Reason for Leaving Position ______
Specific Duties ______		

ADDITIONAL INFORMATION

_____

_____

_____

_____

PERSONAL/PROFESSIONAL REFERENCES

1. _____ (_____) _____
   Name and Job Title — Telephone Number

   _____ _____ Personal _____ Professional
   Address

2. _____ (_____) _____
   Name and Job Title — Telephone Number

   _____ _____ Personal _____ Professional
   Address

3. _____ (_____) _____
   Name and Job Title — Telephone Number

   _____ _____ Personal _____ Professional
   Address

APPLICANTS CERTIFICATION

PLEASE READ THIS STATEMENT CAREFULLY BEFORE SIGNING BELOW:

I hereby certify that each response on this application and all other information I have furnished in applying for employment with the City of Crescent City is true and correct. I understand that false entries, misrepresentations, or material omissions provided on this application and all other information furnished in applying for employment are sufficient for dismissal, no matter how long after initial employment they are discovered.

I authorize investigation of all statements contained in this application for employment and all other information I have furnished in applying for employment as may be necessary in arriving at an employment decision. I further authorize release of all past employment records, police records, medical records, educational records, and other reference information for use by the City of Crescent City in this investigation.

I agree to comply with the City of Crescent City Rules and Regulations. I understand that such employment will begin with an introduction period of ninety (90) days from the date of hire. I further understand that my employment and completion of trial period will not result in an employment contract.

Subsequent to an offer of employment, I voluntarily give my consent to be medically examined and to be tested for use of drugs and/or controlled substances.

My signature affirms that all information is true to the best of my knowledge and that I understand that any statement of fact may result in disqualification or dismissal.

_____ _____

Signature of Applicant — Date

EDUCATION/TRAINING/SKILLS

Language(s) other than English _____

Do you have a High School Diploma? ____ Yes ____ No GED? ____ Yes ____ No

If not, highest-grade level completed _____

Name and location of last High School attended _____
Name City State

LAST COLLEGE OR UNIVERSITY ATTENDED

Name & Location	Credit Hours	Did you Graduate? Yes	No	Major/Miner Degree Field/ Program Studied	Type of Degree Received

LIST TRAINING BELOW (Business, Trade, Armed Forces, School, etc)

Name & Location	Total Hours Completed	Hours required for Cerification? Yes	No	Course /Subject taken	Certificate Received

DRIVERS LICENSE INFORMATION

Do you have a valid Driver's License? ____ Yes _____ No Driver's License Number _____

State _____ Expiration Date _____

License Type _____ Operator/Class E _____ Commercial/ Class A, B, or C _____ Chauffer/ Class D

Has your license ever been suspended? _____ Yes _____ No

If yes, please provide dates and explain _____

LIST PROFESSIONAL, TRADE, BUSINESS OR CIVIC ACTIVITIES AND OFFICES HELD

Personal Inquiry Waiver

Applicant's Name: _____

Date of Birth _____

I respectfully request and authorize you to furnish the City of Crescent City all information that you have concerning my work record, school record, military record, reputation, and financial and credit status. This information is to be used to assist in determining my qualifications and fitness for the position I am seeking with the City of Crescent City.

I hereby release you, your organization or others from any liability or damage, which may result from furnishing the information requested above.

_____ _____

Applicant's Signature Date

AFFIDAVIT

State of Florida
County of Putnam

Before me personally appeared the said _____
Who says that he/she executed the above instrument of his/her own free will and accord, with full knowledge of purpose therefore.

Sworn to and subscribed in my presents this ____ day of _____ 20_____.

_____ _____

My Commission Expires Notary Public