



## Job Description

### City Clerk

Pay Grade: G14

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**Employment Status:** Full-Time

**FLSA Status:** Exempt

**Experience Required:** Five (5) years of experience dealing with the public in a related field. Directly related work experience may be substituted for the formal education requirement on a year-for-year basis.

**Minimum Education Requirements:** Associate's Degree in Office Management or related field.

**Department:** City Clerk.

**Direct Supervisor:** City Council.

**Supervisory Responsibility:** Direct (2); Indirect (x)

**Primary Work Location:** Works inside in an office setting.

**Certification:** Valid State of Florida driver's license. Notary Public, Certified Municipal Clerk Designation.

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**Job Summary:** The City Clerk manages the highest level of municipal affairs for the City and oversees the City's official records directing the origination, maintenance, retrieval, archiving, release, distribution, safety, and overall management of documentation. The Clerk also coordinates the day-to-day business of elected officials and manages statutory requirements for the Council and the City. Work is performed in cooperation with the City Manager.

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### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Maintain responsibility for all City records, such as ordinances, resolutions, proclamations, contracts, agreements, leases, deeds, meeting minutes, etc.; maintain knowledge of public record retention rules and regulations; maintain all records in a complete, orderly, and accessible manner; attest to all official documents of the City and is the official custodian of the seal of the City.
- Responsible for all records management, both hard copy and electronic (LaserFiche), to ensure the proper retention, retrieval and destruction of records according to all legal requirements.
- Serve as the liaison, honest and forthright in dealing with all City boards and committees, including application processing, term limits, and attendance of members.
- Coordinate the Municipal election process with the Okaloosa County Supervisor of Elections.
- Supervise the operation of the Office of the City Clerk by assigning work and establishing work schedules, directing and supervising duties of staff, and reviewing job performance.
- Embrace core values of the City including integrity, accountability, teamwork, customer service, and continual improvement.
- Carry out legal responsibilities (placement of legal advertisements, public notices, and mailing of legal notifications) for all departments and meet legal deadlines in accordance with Florida Statutes and/or the Code of Ordinances; and keep up with changes in laws that affect legal requirements.



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- Keep City Council informed on matters that relate to the City; attend meetings and functions that help to represent the City in a positive manner.
  - Interact with Mayor and City Council members in a professional, courteous, and efficient manner, and respond to suggestions and guidance positively.
  - Provide administrative support coordinate meetings for the Mayor and City Council members.
  - Prepare and monitor the City Clerk budget each fiscal year and monitors and approves expenditures.
  - Monitor financial disclosure and conflict of interest statements.
  - Prepare and respond promptly in a helpful manner to all record requests from the public and in-house requests.
  - Prepare updates of the Code of Ordinances as adopted by City Council.
  - Demonstrate good working relationships with business and community leaders and deal tactfully, skillfully, courteously, and efficiently with the public; handle media relations skillfully.
  - Engage in activities that promote professional growth and support professional growth and development for employees.
  - Implement technological changes and explore methods to improve the City through innovative ideas.
  - Prepare correspondence to citizens in a professional manner as needed.
  - Coordinate the preparation and publishing of official City Council, Board, and Committee meeting minutes via MinuteTraQ.
  - Coordinate the numbering of ordinances and resolutions.
  - Coordinate special City Council appointments and prepares monthly calendar of events.
  - Demonstrate good public relations image, stays active in Community Organizations and maintain cooperative and good working relationship with the City Manager, City Attorney, Department Directors, and other City employees.
  - Perform other job duties as assigned.

### Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

#### Knowledge

- A detailed knowledge of the Florida Ethics Law, the Open Records Law, and the Public Meetings Law.
- Ordinances, policies, and procedures of the City.
- Computer applications as they apply to this office.
- Good management practices.
- Archives and records management laws, systems, and technology.
- Thorough understanding of City's functions, policies, and procedures.



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#### Skills

- Strong written and oral communications and relational skills.
- Public relations and customer service.
- Use of video and still photography to record possible code violations.
- Follow and relay complex oral and written instructions, policies and procedures.
- Basic math skills for budget and other financial calculations.
- Operate a variety of office equipment, including computer terminal, printer, calculator, fax, typewriter, Dictaphone, and copier.

#### Abilities

- Input and retrieve data via computer (Word, Excel and Power Point).
- Assess needs and prioritize them.
- Motivate staff.
- Effectively deal with a variety of individuals and groups.
- Plan work schedules.
- Prepare reports and studies.

#### Physical Demands

The work is light work which requires exerting up 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The following physical abilities are required:

- Balancing: Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Crawling: Moving about on hands and knees or hands and feet.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.



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- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
  - Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
  - Reaching: Extending hand(s) and arm(s) in any direction.
  - Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
  - Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
  - Standing: Particularly for sustained periods of time.
  - Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
  - Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
  - Talking 2: Shouting in order to be heard above ambient noise level.
  - Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
  - Visual Acuity 2: Including color, depth perception, and field vision.
  - Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
  - Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment.
  - Visual Acuity 5: Have close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
  - Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

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#### Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

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Employee Signature

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Date

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Supervisor Signature

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Date

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Human Resources

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Date