

## Deputy Clerk

**Type:** Full Time

**Salary/Pay Rate:** \$41,012-\$62,084

The Deputy Clerk reports to the City Manager. The Deputy Clerk provides administrative support for the City Manager; maintains official City records; prepares and distributes Mayor and Council agenda packets; prepares minutes for the Mayor and Council; Processes open records requests; and provides other administrative support, including but not limited to and making travel arrangements for all staff and elective officials as needed, etc.

- **Essential Duties and Functions:**
  - Maintains calendar for community room and other activities of the city to ensure no conflicts.
  - Composes and edits proclamations and memoranda requiring judgment as to content, accuracy, and completeness.
  - Assist City Manager in planning retreats, conferences, training sessions and meetings as needed, coordinates travel plans.
  - Acts as custodian of records; establishes and maintains filing systems; prepares, scans, files and maintains records.
  - Establish the development of notices, flyers, brochures, newsletters, media releases, and other informational materials; maintains scrapbook/record of articles.
  - Provides support for Council meetings, and other board meetings as assigned; assists with preparation of agendas, agenda packets and presentations; copies supporting documentation, and assembles/distributes agenda packets; attends meetings to record the official minutes.
  - Shall attend Mayor and Council Meetings, monitor and publish Council meeting video recordings; distributes agendas to the public, elected officials, City Manager and City Attorney; distributes materials for the Council dais; answers questions from the public before/after meetings; transcribes and publishes

meeting minutes; obtains original signed copies of approved contracts, deeds, minutes, resolutions, proclamations, ordinances and other documents.

- Maintains open records requests as required by law.
- Maintains updating Code of Ordinances; maintains and publishes new code supplements to ordinance books and Municode.
- Maintains appointments of City boards, authorities, commissions & committees and advises City Manager, Mayor and Council of subsequent term expirations and vacancies.
- Maintains the City's records management and records retention policies; as well as organizing archive storage; coordinating destruction of City documents in accordance with retention schedules.
- Directs and manages customer service personnel to function properly as set by procedures and policies.
- Conducts research of Code of Ordinances, resolutions, proclamations, minute books, official records, electronic data sources, Internet sites, or other sources as needed.
- Maintains City website.
- Performs notarization as needed: notarizes contracts, affidavits, and other documentation for City Council, City departments and the public.
- Communicates with City Manager, City officials, Department Heads, City Attorney, City organizations, the public, other municipalities, outside agencies, and other individuals as needed to coordinate work activities.
- Attends workshops and training sessions as appropriate.
- May attest the mayor's signature and place the official City Seal on official City documents that have been approved by the Mayor and Council.
- Performs other duties as assigned by City Manager and assists the City Manager with other ongoing projects.

- Oversee Business License and Alcohol Licensing including renewals.
- Manages and oversees all aspects of Human Resource. Including assisting in employee reviews, posting job listings, keeping recorded and updating as needed benefits for employees, managing and overseeing drug testing for staff.

#### City Website:

- Maintains the City's website regarding the City Staff Related, City Council, Elections, Public Notices, Boards/Authorities/Commissions, and calendar of events pages.

#### Public Notices and Follow-up Activities:

- Prepares and posts public notices according to legal procedures and processes.
- Performs follow-up activities resulting from Council meetings (including the gathering of signatures needed for contacts, IGAs, MOUs, ordinances, minutes, resolution, etc.

#### Ethics Filings and Elections:

- Acts as Ethics Filing Officer for the Georgia Government Transparency & Campaign Finance Commission (oversees the collection and management of documents related to ethics filings for political candidates, including campaign contributions and financial disclosure).
- Serves as the City's liaison for obtaining and posting election results.
- Oversees City elections in absence of any agreements or other designated positions. The Georgia Election Code (O.C.G.A. § 21-2-101).

#### Records Retention and Public Records Management:

- Organizes, maintains, archives, and disposes of records according to Georgia law and the City's records retention schedule.
- Attests to the proper execution of all public documents.

- Monitors contracts and other agreements, ensuring they are signed and recorded in a timely manner.
- Managers open records process and ensures compliance with all related procedures.

#### Licenses and Certifications Required:

- Notary Public Certification from the State of Georgia.
- Georgia Crime Information Center (GCIC) certified..
- Must meet State mandated training for clerks. State law (O.C.G.A. sections 36-1-24 and 36-45-20).
- Possession of certification as a Georgia Certified Municipal Clerk.
- Possession of a valid driver's license.