



POSITION:	City Clerk
DEPARTMENT:	Administrative
JOB TYPE:	Full-time
SALARY:	\$69,845 - \$84,093
POSTED:	08/19/2024
CLOSING DATE/TIME:	Until Filled

The City of Monroe is seeking a dedicated & professional full-time City Clerk to provide comprehensive administrative support for all government operations. The City Clerk is responsible for maintaining the official documents & records of the City, ensuring their accuracy & confidentiality. This role requires sound judgment & professionalism at all times. The City Clerk acts as a liaison with other departments, staff, outside agencies, & the general public to ensure efficient coordination of administrative duties. Additionally, the City Clerk will work closely with the City Administrator & Assistant City Administrator on day-to-day matters. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Qualifications:

Education, Certifications/Licenses, & Experience

Required:

- Bachelor's degree in a field closely related to administrative duties or a relevant professional field
- Possession of a valid State of Georgia driver's license
- Ability to obtain full City Clerk certification within the probationary period & must fulfill state-mandated orientation training per O.C.G.A. sections 36-1-24 & 36-45-20
- Minimum of 5 years of progressively responsible experience in clerical, administrative, or assistant-level position
- Ability to obtain any additional professional certifications, licenses, or registrations required for the job

Preferred:

- Public Notary designation

Skills

Administrative:

- Knowledge of practices & procedures associated with maintenance of official records
- Knowledge of basic bookkeeping, accounting practices, budgetary preparation, & admin procedures
- Skill in typing, reporting, filing, proofreading, editing, & organizing
- Ability to work independently & balance multiple projects
- Skill in accuracy, timeliness & achievement of results-oriented tasks
- Ability to prioritize & manage work assignments, multitask, manage schedules, & meet deadlines

Communication:

- Excellent written & verbal communication skills
- Ability to exchange information for the purpose of clarifying details within well-established policies, procedures & standards

Legal:

- Knowledge of federal, state, & local laws & ordinances affecting City government
- Ability to maintain Public Notary designation
- Ability to obtain & maintain fully-certified Clerk status in Georgia

Technical:

- Skill in the functionality associated with application software to perform job duties

Confidentiality:

- Ability to handle sensitive & confidential information
- Ability to display discretion, anticipation, judgment, emotional intelligence, & a professional demeanor

Duties & Responsibilities:

Meeting & Agenda Management:

- Drafts & finalizes meeting agendas & materials using web-based agenda software for meetings of the Mayor, Council, & other boards as assigned
- Assists in the preparation, clarification, & organization of agenda items; ensures accuracy & completeness of information & files.
- Drafts resolutions, types, & mails meeting notices; arranges for publication of legal notices.

Admin Support:

- Carries out various administrative tasks such as filing, typing, copying, binding, & scanning
- Assists in coordinating online & job-related postings for clarity & consistency with city requirements
- Monitors & updates department online forms, website data accuracy, & social media content
- Prepares correspondence, manages calendars, schedules appointments, & arranges travel for the Mayor, Council, & other boards

Documentation, Compliance & Records Management:

- Assists in updating policies, procedures, & organizational charts; sends memorandums & other documents
- Establishes, maintains, & updates files, records, accounts, & other information to support office activities
- Maintains city records on contracts, agreements, deeds, easements, & other governmental documents
- Transcribes minutes & dictations; organizes & maintains detailed records & documents
- Assists with open records requests pursuant FOIA & prepares & issues public notices as required
- Completes & maintains regulatory reports as directed by organizational policies

Additional Duties:

- Actively coordinates the scheduling, preparation, approval, & filing of proclamations
- Maintains & verifies status of Certificate of Liability insurance documents
- Files applicable liens, deeds, & other records with the Clerk of Courts
- Maintains election documents, training schedules, & p-card expenses
- Maintains & indexes cemetery deeds & provides them to owners
- Other duties as assigned

To obtain an application, please visit our website or visit us at City Hall, 215 N. Broad Street. Completed applications may be returned to Sarah Johnson, Employee Relations Specialist, at Sjohnson@MonroeGA.gov