

# City of Colfax Job Description

**TITLE:** CITY CLERK/COURT CLERK    **REPORTS TO:** City Administrator

**GRADE:** 2

**SALARY:** Hourly

## **Position Summary:**

The City Clerk carries out the City Clerk function and administers Municipal Court Program. Coordinate City Council meetings and agendas. Acts as the Civil Service Examiner and Human Resources Manager. Provide confidential administrative support to the Mayor, City Administrator, and City Council. May attend confidential City Council executive sessions.

## **SUPERVISION RECEIVED:**

Serves under the direction of the City Administrator.

## **SUPERVISION EXERCISED:**

N/A

## **ESSENTIAL FUNCTIONS**

*Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.*

- Coordinate the preparation of City Council agendas and agenda packets. Post agendas, minutes, ordinances and resolutions. Maintain City ordinances, resolutions, City Council minutes, and an array of other legal documents as required.
- Transcribe City Council and Civil Service Commission minutes and ensure compliance with laws governing public meetings and records.
- Sign official documents requiring City seal.
- Administer oath of office for newly elected officials.
- Administer Municipal Court operations. Evaluate performance and program effectiveness and take action for improvement as necessary. Ensure court calendars are managed appropriately.
- Process court related transactions
- Provide program information relating to Municipal Court procedures and services without providing legal advice.
- Manage the court information system including maintenance and updates. Plan for the acquisition of new technological resources including data processing.

- Enter a variety of information and quantitative data and records associated with court activities into various automated systems or applications. Create reports, documents, and formats in these application programs.
- Allocate money received to proper accounts and process related paper work. Compile and maintain data and fiscal information for budgeting and billing purposes.
- Provide excellent internal and external customer service. Promote professional and courteous behavior with a creative approach to problem resolution within code that creates a positive experience for the customer.
- Serve as an advisor to the Mayor, City Administrator, and City Council on policy relative to human resources management such as labor relations, recruitment and selection, classification and compensation, benefits, training and development, workers compensation, wellness, and management of risk.
- Prepare and publish legal notices and bid openings.
- Prepare media communications. Research information and issues when preparing external communications. Write and edit copy for press releases, feature articles, public service announcements, and promotional materials.
- Plan, organize, and coordinate/facilitate special events and meetings.
- Fulfill Records Clerk duties in absence of Records Clerk.
- Creates agendas and takes minutes for the Board of Adjustment and Civil Service Commission.
- Other duties as assigned by City Administrator and Mayor.

#### **MINIMUM QUALIFICATIONS:**

High School diploma or GED and College experience plus two years of human resource and office management experience, customer service, and multi-tasking experience, preferably in municipal government, or any equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position. A State of Washington Driver's License and notary public designation are required upon hire.

Physical requirements-should be able to lift 25 to 50 pounds; move among desks and computers; have sufficient manual dexterity to operate computers and other equipment; be able to communicate with the general public in person and by telephone. Occasional travel and hours outside of the normal 8 AM to 5 PM required.

#### **KNOWLEDGE REQUIRED:**

- Laws and regulations governing public meetings
- Public notice and records laws
- Practices and principles of public administration and decision making
- Human resources management practices
- Practices and principles of Municipal Court operations and procedures
- Laws and regulations governing Municipal Courtroom operation procedures
- Cash handling and reconciliation operations and procedures
- Practices and principles of organizational development

## **SKILLS/ABILITIES REQUIRED**

- Taking and transcribing meeting minutes
- Establish and maintain effective working relationships with employees, contractors, other agencies, public officials, and the general public.
- Excellent internal and external customer service skills
- Conceptual analysis and policy/program development and implementation
- Productively manage and/or participate on a team and in a team environment including the ability to develop a team approach to producing high quality results
- Use a keyboard, spreadsheet programs, or other application software as required for position
- Use general office equipment
- General computer skills

## **WORKING CONDITIONS:**

Daily focus on a computer screen for prolonged periods; precise control of fingers and hand movement; daily use of a keyboard or a similar device; standing for prolonged periods; occasional dealing with distraught or difficult individuals; weekly attendance at meetings or activities outside of normal working hours.

## **SPECIAL REQUIREMENTS:**

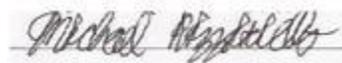
This position is classified as essential to city operations. Applicants must reside within 30 minutes of the Colfax city limits in the State of Washington upon hire.

## **Classification History**

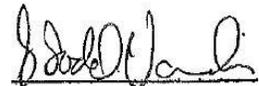
Created: 1/26/2015

Grade:2

FLSA: Non-Exempt



Mike Rizzitiello-City Administrator



G. Todd Vanek-Mayor