



City of Herrin

Job Description – Deputy City Clerk

Department – City Clerk's Office

General Description: Deputy City Clerk – Full Time

Job Description:

General Statement of Duties: To provide a variety of administrative functions in support of the City Clerk's office to ensure the efficient operation of the City Clerk's Office and provide quality customer service to the Citizens of Herrin in a team atmosphere.

Supervision Received: Works under the direction of the City Clerk.

Supervision Exercised: None

Essential Duties and Functions:

- Serves as the City Clerk in his/her absence and executes all documents and affixes the City Seal whenever required.
- Attend City Council, Committee and Zoning meetings to take official minutes in the absence of the City Clerk.
- Assist with the preparation and distribution of City Council, Committee and Zoning meeting minutes, agendas, and packets.
- Assists in the renewal, application, and issuance of licenses and permits, including building permits, raffle licenses, liquor licenses, solicitation licenses, gaming, amusement, property owner permits and various other licenses in accordance with City ordinances.
- Files ordinances and resolutions.
- Responds to citizen inquiries and requests for information in person, via telephone, and email.
- Assist in records management for City documents including document imaging and State archival retention and disposal guidelines.
- Provide administrative support to the Mayor, City Council and City Clerk and other departments when warranted.
- Provide support to the Codes Administrator.
- Provide support to the Cemetery Sexton. Prepare deeds, lot sales contracts, burial reports and maintain records.
- Notarize documents when needed.
- Any and all other duties assigned by the City Clerk.

Recruitment Requirements

Experience & Training:

- Knowledge of relevant software applications including MS Office, Word, and Excel.
- Skilled in the use of a computer, calculator, telephone, fax machine, copy machine.
- Proficient in use of email and internet.
- Knowledge of office management systems and procedures.
- Knowledge of administrative procedures.
- Knowledge of basic accounting procedures.
- High school diploma or equivalent.

Knowledge, Skills, and Abilities:

- Ability to work well and effectively communicate, both verbally and in writing, with the public, elected and appointed officials, and co-workers.
- Ability to be trustworthy and maintain confidentiality.
- Ability to work independently with minimal supervision.
- Ability to learn and operate City software.
- Ability to prioritize City needs and to coordinate operations and services.
- Ability to handle public contact with friendliness, responsiveness, and tact.
- Detail oriented, adaptable, and flexible

Working Conditions:

- Work indoors most of the time.
- Work somewhat close to coworkers, such as when sharing office space.
- Lift packages under 50lbs.

Tools and Equipment Used:

Computers, Tablets and various electronic storage devices.

Representation:

The above statements are intended to describe the general nature and level of work being performed by the persons(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required to do this job. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.