* City of Duquesne
* POSITION DESCRIPTION
* JOB TITLE: City Clerk
* DEPARTMENT: Administration
* DATE: 03/08/2021
* IMMEDIATE SUPERVISOR: Title: Mayor/Board of Aldermen
* SUMMARY: Responsible for all official records for the City.
* ESSENTIAL FUNCTIONS:
* Official Record Keeping
  + Takes full set of minutes at the Council meetings, for City Boards and Commissions, assuring that a thorough and accurate record is obtained and assuring for compliance with all applicable rules and laws. Prepares notices, agendas and information needed for Council meetings and Board and Commission meetings.
  + Distributes minutes at next Council meeting for approval and enters into "permanent book" assuring for accuracy and timeliness. 
  + After ordinances and/or resolutions are approved by the Council, attests as being true and exact.
  + Copies appropriate ordinances and makes a determination regarding those to be included in the City Code book.
  + Maintains various records including contracts, easements, deeds and other documents requiring City certification assuring for permanency and accuracy for audit purposes.
  + Presides over opening of all City bids and makes the appropriate recordings as required by state law.
  + Has custody of the seal of the City and affixes this seal to all public papers to be certified.
  + Co-signs with the Mayor on all City issued checks.
  + Responsible for the signature and seal on all City business licenses and City liquor licenses.
  + Coordinates with the Missouri Department of Revenue regarding businesses with delinquent sales tax.
* Supervisory Activities
  + Deals with the public in a professional and courteous manner.
  + Responds to requests by immediate supervisor in an accurate, complete and timely manner.
* Policy Clarification Activities
  + Maintains an awareness of all City policies, ordinances and practices, assuring for thoroughness and accuracy.
  + Answers questions, provides clarification to citizens, staff and supervisors regarding City policies, ordinances and practices as needed or requested, assuring for courtesy, professionalism and the best possible public relations.
  + Assists in making the decision for a practice to become formalized and drafted into an ordinance assuring for compliance with State statutes.
  + Provides verification regarding compliance with laws as needed.
  + On a quarterly basis, submits copies of fully executed ordinances to appropriate company for codification and inclusion into the Duquesne City Code.
* City Council Related Activities
  + Meets and confers with Council members.
  + Responds to Council requests and concerns assuring for accuracy and timeliness. C. Prepares Council packets for upcoming meetings assuring for completeness.
  + Prepares all legal notices for council related matters.
  + Maintains an awareness of safety issues assuring for compliance with all safety procedures.
* This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor; subject to reasonable accommodations.

# WORK ENVIRONMENT

* Average accessibility of all work sites required for the position.
* Average exposure to weather and temperature extremes.
* Average exposure to chemicals and fumes.
* Average exposure to heights.
* Average exposure to work safety hazards.
* Average amount of overtime/extended work hours required.
* Average exposure to dust.
* Average exposure to loud noises.
* Average exposure to darkness.
* Average exposure to cramped spaces.

# PHYSICAL EFFORT

* Normal physical mobility: movement from place to place on the job, considering distance and speed.
* Normal physical agility: ability to maneuver body while in place.
* Normal physical strength to handle routine office materials and tools.  Normal physical strength to handle 30 lb. objects, considering frequency.
* Normal dexterity of hands and fingers.
* Normal physical balance: ability to maintain balance and physical control.
* Normal coordination, including eye/hand, hand/foot, etc.
* Normal endurance.

# KNOWLEDGE REOUIREMENTS

* Certified Property and Evidence Specialist certification, through the International Association for Property and Evidence, within 18 months of appointment.
* Experience and proficiency with office equipment and computers.
* Ability to interact with a variety of personalities in a positive and professional manner.
* Ability to deal with difficult people and good phone manners. No felony convictions.

## MENTAL EFFORT

* Average concentration/intensity: prolonged mental effort with limited opportunity for breaks.
* Average memory, considering the amount and type of information.
* Average complexity of decision making.
* Above average time pressure of decision making.
* Average analytical thinking.
* Average conceptual thinking.

## COMMUNICATION

* Above average verbal communication.
* Average written and nonverbal communication.

## SENSORY ABILITIES

* Normal ability to see.
* Normal ability-to distinguish colors.
* Normal ability to hear.
* Normal ability to smell.  Normal sense of touch.