

**City of Sallisaw
Job Description**

Job Title: City Clerk-Treasurer

Exempt (Y/N): Yes
Date: July, 2003

Department: Administration
Reports To: City Manager

SUMMARY

The incumbent is responsible for overseeing the day to day operations of the City Clerk's office. Incumbent is responsible for collecting and depositing City funds on a daily basis to ensure smooth operations. Incumbent works with all departments and personnel of the city. This position works very closely with the City Manager and elected Board of City Commissioners. Position is responsible for a coordination of a variety of employee matters.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Performs daily collection and deposit of city funds.
2. Picks up mail daily from post office for distribution to departments.
3. Responsible for collecting monies due the city for bad checks and submits proper paperwork to the District Attorney's office if required.
4. Handles coordination of all insurance claims against the city; collects information from involved parties and forwards to OMAG for assignment to an adjuster.
5. Coordinates information for, and works with attorney(s) concerning Tort Claims and/or lawsuits filed against the city.
6. Invest city funds.
7. Ensures city is properly collateralized for all bank accounts/investments.
8. Attends meetings of the Board of City Commissioners and keeps minutes of the same.
9. Responsible for filing and/or publishing of resolutions, ordinances, public notices, and advertisement of bids.
10. Responsible for receiving sealed bids for projects.
11. Responsible for processing Open Records Requests in compliance with state statute.
12. Office is responsible for proper recording of employee time; the same is submitted to Finance for employee payroll.

13. Office is responsible for filing and maintaining worker's compensation claims.
14. Office is responsible for coordination of employee benefits; i.e., retirement plans, medical/dental/life insurance.
15. Office is responsible for processing paperwork for employee reviews and employee merits.
16. Office is responsible for agendas, minutes and publications for various other city appointed boards and commissions.
17. Office is responsible for maintain cemetery records and processing of work orders for grave opening/closing.
18. Responsible for employee safety training.
19. Attends City Court if needed.
20. Responsible for various annual reports.
21. Performs other duties as assigned.
22. Responsible for funds and/or equipment valued at in excess of \$ 5,000,000.

SUPERVISORY RESPONSIBILITIES

Supervises other employees in the City Clerk's office. Carries out supervisory responsibilities in accordance with the city's policies and applicable laws. Responsibilities include interviewing, recommend hiring and training of employees; planning, assigning, and directing work; appraising performance; addresses complaints and resolves problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B.A.) or equivalent from four-year college or university; or seven years related experience and/or training and four years management experience; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and city council.

