City of Sallisaw Job Description

Job Title: City Clerk-Treasurer

Exempt (Y/N): Yes
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.

INTERNAL AND EXTERNAL COMMUNICATION

Frequent contact with other departments and offices. Regular contacts with patrons either within the office or in the field. May involve self-initiated contact. Must be able to maintain cooperative working relationship with other departments and personnel of the city.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICNESES, REGISTRATIONS

Must possess a valid Oklahoma Driver's license. Must obtain annual certification from Municipal Clerks and Treasurers Training Division.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee must be able to talk and hear. The employee must be able to sit for extended periods of time. Must be able to stand and walk; use hands and fingers to handle and feel; reach with hands and arms; and stoop, kneel, crouch and crawl. The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While the majority of the duties for this position are performed in an indoor office setting, incumbent is exposed to outdoor weather conditions during some daily duties. The noise level in the work environment is usually moderate.

** A pre-employment drug test is required. Successful applicant must reside within a 20-minute response time of the City limits of Sallisaw.

Date Modified: 10/31/14