



Job Vacancy

Class Title:	City Clerk
Salary:	\$59,333.12 - \$88,999.68

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

JOB SUMMARY

City Clerk is responsible for maintaining the official records of the city, preparing agendas and minutes for Mayor and Council meetings, administering municipal elections, and providing support to the public and city staff.

ESSENTIAL FUNCTIONS

Serves as official custodian of official city records, contracts, and minutes; maintains custody of code of ordinances, contracts, agreements, and other official documentation; publishes notices and records; and responds to open records requests as required by law.

Plans and prepares for City Council meetings, including regular monthly meetings, budget hearings, committee meetings, etc.; prepares and distributes agendas and meeting packets; and publishes public meeting notices in appropriate media.

Attends all meetings of the City Council, including regular monthly meetings, budget hearings, committee meetings, etc.; takes minutes at all meetings; ensures accurate transcription for the permanent records; prepares and distributes meeting minutes; serves as custodian of the Austell City Seal; and publishes Council actions and minutes as required.

Oversee municipal elections in compliance with state law.

Serve as the city's open records officer, responding to public records requests.

Performs other related duties as assigned.

KNOWLEDGE, SKILLS, and ABILITIES

Knowledge of Georgia laws relevant to open records, elections, and ethics (e.g. campaign disclosures).

Knowledge of Robert's Rules of Order and the ability to apply parliamentary procedures effectively.

City Clerk

Knowledge of legal terminology and documents.

Knowledge of records management principles, and minute-taking.

Knowledge of City Codes, municipal policies, and administrative procedures.

Knowledge of applicable laws, regulations and procedures governing the operation of the Clerk's Office.

Ability to understand the organization and operation of the city and of outside agencies as necessary to assume assigned responsibilities.

Ability to understand, interpret, and apply general and specific administrative and departmental policies and procedures.

Ability to implement and maintain standard filing systems; use both numeric and alphabetical filing systems; and maintain manual and computerized records.

Ability to make sound and reasonable decisions in accordance with laws, ordinances, regulations, and established procedures.

Ability to work independently as well as in a team environment.

Ability to communicate clearly and concisely, both orally and in writing.

Ability to communicate effectively with elected officials, staff, and the public.

Ability to establish and maintain effective working relationships with those contacted in the course of work.

Strong organizational skills and attention to detail.

Proficiency with Microsoft Office (Word, Excel, Outlook).

MINIMUM QUALIFICATIONS

High school diploma or equivalent required; college coursework in public administration, business, or a related field preferred.

Previous experience in municipal government, public administration, or office management strongly preferred.

LICENSES AND CERTIFICATIONS

Georgia Municipal Clerk Certification (obtain within the first 12 months of employment)
Notary Public

City Clerk

PHYSICAL DEMANDS

The work is typically performed in an office where the employee is intermittently sitting, standing, walking, bending, crouching, or stooping.

WORK ENVIRONMENT

The work is regularly performed without exposure to adverse environmental conditions.

The City of Austell is an Equal Opportunity Employer. The City of Austell does not discriminate based on race, color, national origin, sex, religion, age or disability in employment or the provision of services. In compliance with the American with Disability Act, the city will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.