

Job Description
for
City Clerk
City of Vernon, FL

Job Requirements:

Must be familiar with the principles of bookkeeping, clerical training, business education, office management, use of business machines, personnel and financial administration, public relations and knowledge of computers and software.

General Duties:

Under both state law and local ordinances, the clerk is entrusted with numerous and diverse duties. In addition to the required duties performed, the clerk has many other responsibilities. Basically, the clerk is charged with the following statutory duties: secretary to the council; secretary to the municipal corporation; election official with judicial authority; and administrative official on the municipal level. Some of the City Clerk's administrative duties include the following:

1. Provides Notary services
2. Issues Business & Professional licenses
3. Furnish information to media regarding meetings, etc
4. Handles complaints, correspondence and inquiries
5. Conducts business with other city, county, state and federal agencies as directed by the governing body
6. Certify vacancies on the council; conducts city elections
7. Records official minutes of the Council
8. Handles municipal correspondence, both incoming and outgoing as directed, or as requested by the City Council
9. Prepares meeting agendas
10. Processes, records, files and advertises ordinances, resolutions and other public notices
11. Processes, records, files and advertises for bids for projects and / or supplies
12. Issues Purchase Orders and assures that the Purchasing Policy guidelines are conformed to
13. Advertises, records and files the municipal budget
14. Performs liaison work between the public and Council as may be directed
15. Administers and records oaths of office
16. Maintains custody of all official records and processes request for public information documents
17. Prepares monthly financial reports for the Council
18. Reviews bills, attaches Purchase Orders and places in line for payment
19. Maintains personnel records, calculates time cards, payroll, reports as required by state or federal agencies
20. Keeps a record of employee sick, vacation and compensatory time
21. Supervises and evaluates the Deputy Clerk
22. Makes deposits on all revenue received into the City
23. Picks up and delivers mail to the post office
24. Posts all income and expenses to the General Ledger and runs monthly reports as necessary for annual auditing purposes
25. Sets up council meeting room
26. Cleans building as necessary

The employee is covered by the City of Vernon Personnel Policy.

Date 2.11.13