

<b>Job Title:</b>	City Clerk/Human Resources Clerk
<b>Classification:</b>	City Clerk I/II/III
<b>Pay Rate:</b>	Grade 4 – 7 DOE (\$20.20/hr – \$29.29/hr)
<b>Department:</b>	Administration, City of Craig
<b>Immediate Supervisor:</b>	City Administrator
<b>Date Revised:</b>	March 11, 2022

---

### **Position Summary**

The City Clerk/Human Resources Clerk plans, directs, manages, and oversees the functions, programs, and operations of the City Clerk's office while providing staff assistance to the Mayor and City Administrator. The clerk also manages Human Resources issues for city employees and supervisors.

***Note:** This description presents a range of duties. The information in this document is not intended to list all duties performed by the clerk.*

### **Duties**

- Prepares and distributes city council meeting agendas, minutes, and packets.
- Ensure advertisements and public notices are written and posted for regular, special, and work session meetings, public hearings, adoption of budgets, budget amendments, and elections.
- Organize and maintain, in good order and condition, all ordinances, resolutions, minutes, council packets, and other official documents of the City of Craig.
- Research city files, documents, archives, and other materials to provide information to the general public and departments.
- Respond to and resolve inquiries and complaints from the public.
- Manage and implement all aspects of city, state and federal elections held in Craig according to procedures.
- Assist in reception area and answer phones as necessary
- Complete all statutory and Craig Municipal Code those duties assigned to the clerk that are not designated for assignment to other city staff.
- Coordinate assigned activities with city departments and outside agencies.
- Maintain the City of Craig records retention schedule and destruction log per the records retention schedule adopted by the council.
- Provide notary public services.
- Update municipal code and code books as required.
- Process incoming and outgoing employees.
- Maintain personnel files.

- Prepare job postings, assist departments with job descriptions and other functions related to recruiting and retaining city employees.
- Work with employees, supervisors, and finance staff to prepare timekeeping and other data for payroll.
- Address personnel issues as needed.
- Administer a variety of employee benefits programs, including PERS retirement, health insurance, and workmen's compensation claims.
- Other related duties as assigned by the Mayor and City Administrator.

## **Qualifications**

### **Education**

- High school diploma or the equivalent.
- Postsecondary education preferred.

### **Knowledge, Skills, and Abilities**

- Working knowledge of the principles and practices of public administration for elected and appointed council/commission operations, organization, and work processes.
- Understanding of the duties of the City Clerk as identified in Alaska Statutes and the Craig Municipal Code.
- Knowledge of principles, legal requirements, and techniques used in records management, including retention scheduling, archiving, storage, public access, and destruction.
- Proficiency in the use of personal computer-based software programs that support the Clerk's work, including but not limited to, email, web browsing, word processing, spreadsheet, and data entry. Knowledge of desktop publishing and web site design and maintenance is preferred.
- Proficient skills in English grammar, usage, spelling, and punctuation.
- Working knowledge of Robert's Rules of Order and ability to advise City Council when requested on meeting protocol.
- Ability to work well with the public and other city employees.
- Understanding of municipal government structure, powers, and duties.
- Understanding of Human Resources, health insurance, conflict management, and other HR skills.

### **Work Experience**

- Successful work experience in an office setting.
- Prefer local government experience as city clerk, human resources clerk, municipal employee, elected official, or similar capacity.
- Prefer experience with record keeping and document management and organization.
- Prefer experience with website maintenance, Microsoft Office suite, Outlook mail.

**Supervision**

The City Clerk works under the general supervision of, and is responsible to, the City Administrator.

**Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.

**Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**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 is regularly required to sit, stand, and walk. The employee must occasionally lift and/or move up to 50 pounds.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The work environment is an inside office structure Monday through Friday with little or no overtime. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**AAP/EEO statement**

We consider applicants for all positions without regard to race, color, creed, religion, national origin or ancestry, sex, age(40 or over), disability, genetic information, veteran status, or any other legally protected status under local, state, or federal law.

**Position/Employment Information**

**NOTE:** *This is a permanent part time position 25-30 hours per week. The employee will work up to 40 hours per week for three months of training and the position may transition to a full time permanent position if approved in the operating budget effective July 1 , 2022.*

Various benefits apply as defined in the City of Craig personnel handbook. The City of Craig is an Equal Opportunity Employer.

*Note: Reference is made to The City of Craig Employee Handbook for subjects not included in this job description. The Handbook takes precedence over this job description.*

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Director**

\_\_\_\_\_  
**Date**