



## CITY OF CALIENTE

One Hundred Depot Avenue  
P. O. Box 1006 - Caliente, NV 89008  
Phone: 775-726-3131  
Fax: 775-726-3370  
email: cityhall@cityofcaliente.com

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# City Clerk

## **Salary**

**\$35,000 – \$60,000**

## **Location**

Caliente, NV

## **Description**

*Job descriptions/specifications are intended to indicate the essential functions and levels of work difficulty of the position and are not intended to describe in detail all of the position's specific duties and responsibilities nor exclude other duties of similar level or difficulty. Additionally, it is not intended to limit management's rights to assign, direct, and control the work of employees under their supervision.*

## **DEFINITION**

Directs, manages, supervises, and coordinates the programs and activities of the City Clerk's Office; provide highly responsible and complex staff reports to Mayor and City Council. Serve at the pleasure of the City, subject to the terms of their employment agreement. Manages the registers and papers belonging to the city and keeps an accurate record of all proceedings of the City Council and other city boards and commissions.

## **ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES**

(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)

1. Manages all services and activities of the City Clerk's Office and Utility Office including maintaining custody of official records and archives of the city and coordinating public notifications; develops and implements city-wide records management procedures; and reviews records retention and disposition schedule for all city departments.
2. Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
3. Plans, directs, coordinates, and reviews the work plan for the City Clerk's Office and Utility Office; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
4. Selects, trains, motivates, and evaluates City Clerk's Office and Utility Office personnel; provides or coordinates staff training; works with employees to correct deficiencies and implement discipline and termination procedures.
5. Receives and processes formal petitions relating to affidavits of candidacy, campaign contribution and expenditure reports, financial disclosure statements, initiatives, referendums, or recalls; examines and certifies results; receives and processes petitions relating to matters pertaining to the city. Receives and files claims and lawsuits against the city; serves as appeals officer for protest and



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- approval petitions, and work card appeals; prepares and certifies information and/or provides disposition.
6. Coordinates and conducts city elections; prepares election booklet and all forms necessary for candidates to run for office; researches election laws.
  7. Provides official notification to the public regarding public hearings including legal advertising of notices.
  8. Attests, publishes, indexes, and files ordinances and resolutions.
  9. Responds to and resolves difficult and sensitive citizen inquires and complaints.
  10. Manages Human Resources for the City Clerk's Office and Utility Office, including submitting all reports associated with both.
  11. Completes all bank reconciliations, monitors general ledgers and works with the City's CPA on budgets and audits.
  12. Serve as a representative of the City of Caliente, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
  13. Swear into office and issue certificate of election of all elected members of City Council.
  14. Maintain the office of a notary and perform all related duties thereof.
  15. Serve as a Notary Public for the City of Caliente.
  16. Protect confidential information by preventing unauthorized release, both verbal and/or writing.
  17. File, retrieve, transfer, prepare image and dispose of City records, maintain confidentiality of records access; as well as, extract, index, scan and manage city documents.
  18. Maintain City Clerk page on the City of Caliente Internet website.
  19. Maintain and train city personnel with the computerized and manual record document imaging management system for all City official documents.
  20. Operate a variety of office equipment including: computer, ten key, folding machine, fax machine, copy machines, scanner, etc
  21. Be dependable and meet acceptable attendance requirements at all times.
  22. Follow all applicable safety rules and regulations.

### **OTHER JOB FUNCTIONS**

- A. Protect confidential information by preventing unauthorized release, both verbal and/or writing.
- B. Perform other related duties as assigned.

### **QUALIFICATIONS:**

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of this position.

### **Knowledge of:**



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- City government, its functions and operation; governmental agencies, non-profit agencies, and local public resources providing assistance to the public.
- Operational characteristics, services, and activities of a City Clerk's Office;
- Management skills to analyze programs, policies, and operational needs;
- Principles and practices of program development and administration;
- Principles and practices of municipal budget preparation and administration;
- Principles of supervision, training, and performance evaluation;
- Election laws and procedures;
- Political reform requirements;
- Principles and practices of records management/records retention and micrographic operations;
- Business English, spelling, and arithmetic;
- Principles and methods of report writing; and
- Various applications of Excel, Word, and Caselle Software.

### **Skill to:**

- Prepare correspondence and other written materials;
- Organize, prioritize, and coordinate work activities;
- Develop and implement goals, objectives, policies, procedures, and work standards;
- Deal with the public, in person or over the telephone, often where relations may be confrontational or strained;
- Assess and prioritize multiple tasks; and
- Establish and maintain effective working relations with co-workers.

### **Ability to:**

- Manage, direct, and coordinate the work of lower level staff;
- Select, supervise, train, and evaluate staff;
- Oversee and direct the operations, services, and activities of the City Clerk's Office and Utility Office;
- Develop and administer an efficient records management system;
- Comply with all posting and publication guidelines of the Nevada Open Meeting Law;
- Coordinate municipal elections;
- Read and understand City ordinances.
- Develop and administer program goals, objectives, and procedures;
- Prepare and administer complex budgets;
- Prepare clear and concise administrative and financial reports;
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals;
- Research, analyze, and evaluate new service delivery methods and techniques;
- Interpret and apply federal, state, and local policies, laws, and regulations; and
- Communicate clearly and concisely, both orally and in writing.

### **Residency Requirement:**

Applicant must reside within the City of Caliente limits.

### **Experience, Education and Training:**

Any equivalent combination of training, education and experience which provides the individual



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with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

**Education:** Bachelor's degree from an accredited college or university with major course work in public administration or a related field **OR** five years of increasingly responsible managerial, supervisory, or administrative experience in the fields of records management, office management, or a related field; preferably in municipal government, two years of which included administrative and supervisory experience.

**Experience:** Four years business experience of advanced level secretarial/administrative work is a must. Two years' experience in a City or County Clerk's Office performing similar duties is desirable, and/or current experience as a Municipal Deputy or City Clerk. Four years of transcribing experience is also required.

**Training:** Excel, Word, Caselle software.

**License or Certificate:** Possession of a valid driver's license or alternate means of travel. Possession of, or ability to obtain, an appropriate, valid Notary Public License. Possession of, or ability to obtain, an appropriate, valid Certified Municipal Clerk Certification.

### **WORKING CONDITIONS:**

Work is performed under the following conditions: Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise; periodic contact with angry and upset individuals; frequent interruptions of planned work activities by telephone calls, office visitors, and response to unplanned events.

***Employee's Acknowledgment:*** *I acknowledge that I have read the above job description and have received a copy for my records.*

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date Signed

### **HOW TO APPLY:**

Applicants are at Caliente City Hall office.

Provide copies of the following with your application:

- High school diploma or G.E.D. certificate
- Copies of any relevant certificates, licenses or awards.

Failure to satisfactorily demonstrate that the requirements of the posted position have been **FULLY** met will result in disqualification.