



## City of Calverton Park

52 Young Dr.  
Calverton Park MO 63135  
Phone (314) 524-1212

### SUMMARY DESCRIPTION

Under the supervision of the Mayor, this position performs responsible administrative duties. The City Clerk is the official custodian of municipal documents and is responsible for various City records. The employee has a substantial amount of public contact regarding the furnishing of information concerning City Ordinances and policies. Work assignments are prescribed in Missouri State Statutes and City of Calverton Park Ordinances, and received from the Mayor, the Governing Body, and citizen requests. The City Clerk handles confidential documents. The position provides support and/or oversee the areas of policy review, hiring/recruiting, and benefits management. The City Clerk maintains all personnel records according to the City, State and Federal guidelines. The City Clerk oversees retirement and insurance benefits. The City Clerk is expected to exercise considerable independence and personal discretion in conforming with City ordinances and policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Attends, prepares minutes, and maintains records and proceedings of all meetings of the Board of Aldermen. • Oversee compliance and ensure compliance of all City boards and commissions regarding the Sunshine Laws of the State of Missouri. • Records and files all City bid documents, contracts, and agreements. • Codifies, distributes, maintains, indexes, and authenticates original copies of all city ordinances, resolutions, and laws. • Index and record, if necessary, City records, such as, deeds, easements, contracts, and all actions taken by Board of Aldermen. • Administer the City's record management program to ensure that records retention and destruction programs are following established federal, state, and local policies, procedures, and regulations.
- Track, update, and maintain the City's contract, grant, easements, and other city agreements. • Update and maintain the City's website. • Maintain appropriate confidentiality of work-related issues, including but not limited to customer, employee, and City information and records. • Assists in the development of benefit packages, policies, and procedures, and coordinates with department heads on new employee orientation. • Works with Mayor in compiling legal advertisements with reference to City bids, rezoning ordinances, and other Board directed actions making sure all legal requirements are met. City Clerk opens all bids. • Assists in procuring, maintaining, and administration of City's insurance, including general liability and worker's compensation. • May prepare or assist in the drafting of proclamations, resolutions, and ordinances as instructed. • Maintains ordinance books, resolutions, proclamations, and municipal code book. • Maintains records of membership on municipal boards and commissions and term expiration dates. • Serves as the City's designated election official.
- Executes various permits and files
- Processes bi-weekly payroll



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- Performs the functions of payables and receivables
- Maintains records file for property and casualty insurance claims.
- Provides administrative support to Planning Commission, Mayor, and other City officials as needed.
- Administers official oaths as needed
- Maintains custody of the common seal of the city and shall affix the common seal of the city to all public instruments and official acts of the mayor which by law or ordinance are required to be so attested, and countersign the same, and affix the common seal to, certify any record, document, copies of papers or ordinances that may be required for evidence in any court of this state or of the United States by any individual, or that may be required for the use of any officer of the city, and shall furnish to the city attorney any record or document in his/her office necessary to be used in any proceeding in court to which the city is a party. • Records the official bonds of all City officers and the bonds of all other persons executed to the City and placed in his/her custody.
- Possesses strong interpersonal skills and the ability to work with a variety of people.
- Performs other duties as needed or assigned by the Mayor.
- This is not an exhaustive list of tasks. Some tasks may be transferred to others and additional tasks may be assigned to this position.

### QUALIFICATION REQUIREMENTS:

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, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **EDUCATION and/or EXPERIENCE:** Four years related experience in a managerial/administrative setting such as office manager. A relevant degree from a 2- or 4-year college can substitute for some experience. City Clerk experience strongly preferred. **LANGUAGE SKILLS:** Ability to read and comprehend complex instructions, correspondence, and memos. Ability to write correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the 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.

**REASONING ABILITY:** Ability to apply commonsense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**OTHER SKILLS and ABILITIES:**



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- Ability/experience in all Microsoft Office, Excel and Adobe Acrobat products.
- Previous experience with website maintenance. • Demonstrated secretarial and clerical skills.
- Excellent overall command of the English language, both orally and in writing.
- Thorough working knowledge of city laws, ordinances, regulations, and operations preferred.
- Knowledge of Mayor-Board of Aldermen form of government
- Demonstrated reliability, thoroughness, punctuality, and excellent attendance record.
- Demonstrated ability to work under pressure.

**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 frequently required to stand; walk; sit; use hands and fingers to handle, or feel objects, tools, or controls; reach with hands and arms; talk or hear.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.