

CITY OF IOWA CITY - Job Description

Job Class #24-01B

FLSA Non-Exempt
Non Civil Service

Identification

Position Title: Administrative Secretary-City Clerk

Department: City Clerk

Division: City Clerk

Supervisor: City Clerk

Job Summary

Performs general clerical and computerized functions for the City Clerk's department.

Job Scope

No supervisory responsibilities.

Essential Job Duties and Responsibilities

Performs clerical functions relating to City Council proceedings including **assigning** numbers to resolutions and ordinances, **maintaining** roll call votes, **notarizing** signatures on legal and contract documents and **routing** council documents.

Answers the telephone, **takes** messages, **follows** through with correspondence of phone calls as directed or **refers** callers to appropriate staff person.

Maintains records and inventories as requested.

Maintains the office filing system, computerized and hard copy records to **ensure** files are maintained and easily retrievable.

Ensures records are archived to meet State Code requirements.

Maintains public housing files.

Scans current and historical documents for filing system.

Prepares and **types** a variety of correspondence for the department.

Responds to questions and complaints from the public and City staff.

Researches information and **responds** to requests for records and other pertinent information from the staff and public.

Collects and **compiles** data for statistical purposes and **operates** a variety of office machines and equipment.

Prepares invoices and check requests.

Serves as back up for agenda preparation and distribution.

Serves as back up for **imaging, scanning** and **updating** computerized files of City Council materials.

Prepares minute and transcription corrections as needed.

Monitors various documents that are on hold and **compiles** reports to staff as needed to follow through and close out files.

Issues cemetery records, domestic partnership registry, solid waste container information and **assists** with taxi permits and driver ID's.

Maintains cemetery deed records and computerization of records and deeds.

Assists in **coordinating** and **implementing** new procedures designed to improve office operations.

Maintains domestic partnership registry.

Reconciles monthly recording charges for all City departments.

Posts notices of City Council meetings as required.

Updates City website by **posting** City Council packets and **bookmarking** to documents.

Scans packets for Community Police Review Board for public review on City website.

Assists with special projects as needed.

Acts as staff to the Community Police Review Board.

Coordinates packets, agenda preparation and meeting minutes, and **attends** meetings of the Community Police Review Board.

Routes complaints to appropriate departments.

Accepts City applications/fees and **routes** to appropriate City departments.

Serves as back-up for **maintaining** City Board and Commission application files.

Advertises and **coordinates** process for vacancies on City's boards and commissions; **tracks** members' terms; **accepts** applications; **updates** website to inform of vacancies.

Prepares response letters.

Serves as back-up for **monitoring** beer-liquor applications.

Processes departmental accounting invoices in **munis**.

Conducts self in a manner which **promotes** and **supports** diversity and inclusivity in the workplace and community.

Performs notary services and other related duties as assigned.

Physical and Environmental Conditions

The physical demands and work environment conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job and are encountered while performing those essential functions. 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; use hands to finger, handle, or feel; and talk and hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to walk or stand. Specific vision abilities required by this job include close vision.

The noise level in the work environment is usually moderate.

Minimum Education, Experience and Certification

High school diploma or equivalent and one year of related experience required. Must pass criminal background check.

Preferred Education, Experience and Certification

One year of college or technical school from an educational institution accredited by a DOE recognized accreditation body and one year of related experience preferred.

Knowledge, Skills, and Abilities

Basic knowledge of computer software and hardware systems and general records maintenance. Knowledge of general office policies and procedures. Skills in the operations of computers and general office equipment. Ability to read and understand laws, ordinances, reports, and other written communication. Skill in typing & word processing. Ability to complete a variety of written reports. Ability to maintain inter- and intra- department confidentiality. Ability to effectively communicate, both orally and in writing, to the community, the City Council and employees.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.