



# CITY OF PATASKALA

An Equal Opportunity Employer  
**POSITION DESCRIPTION**

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<b>Employee Name:</b>	<b>Position Title: Clerk of Council</b>
<b>Dept.: Administration</b>	<b>Employment Status: Full-time</b>
<b>Reports to: City Administrator</b>	<b>FLSA Status: Non-exempt</b>
<b>Normal Hours: 8 am-4 pm</b>	<b>Civil Service Status: Unclassified</b>
<b>EEO Status: Administrative Support</b>	

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**CLASS DESCRIPTION:**

Serving at the pleasure of Council, under the direct supervision of the City Administrator, the Clerk of Council performs a wide variety of administrative and support functions for City Council Leadership and as well as City Administration and departments and general public.

**QUALIFICATIONS:** An example of acceptable qualifications:

High School diploma or equivalent, supplemented by additional training or education in secretarial science or business administration. Considerable secretarial experience at the executive level including experience in municipal government preferred. Direct experience with various software programs such as Microsoft Office Excel, Publisher and Word, Adobe Acrobat Professional and Microsoft Office Outlook is required. Two (2) years recent demonstrated work experience in local government performing administrative, clerical, or related activities; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

Must possess and maintain a valid State of Ohio driver’s license and must remain insurable under the City’s vehicle insurance policy. Certification as a notary public, or the ability to obtain certification.

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all inclusive:

Calculator, computer, computer software (and other applicable computer software programs), mobile phone, fax machine, copier, scanner, telephone, postage machine, and other standard modern business office equipment, motor vehicle.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**

Has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); works in or around crowds; has contact with potentially violent or emotionally distraught persons; this is considered sedentary work and the employee must demonstrate the ability to perform the physical demands required of the position in accordance with the U.S. Department of Labor’s physical demands strength ratings.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

**JOB DESCRIPTION AND WORKER CHARACTERISTICS:**

JOB DUTIES in order of importance

**ESSENTIAL FUNCTIONS OF THE POSITION:** For purposes of 42 USC 12101:

This position works under the direction of the City Administrator and assumes management responsibility for the Clerk of Council’s office services. This position also includes administrative and clerical work to support City departments and provide service to the general public. Departmental support involves responsibility for performing difficult confidential secretarial services and complete



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knowledge of administrative policies, procedures and operations. Work involves important communications assistance with elected officials, staff, community officials and businesspersons and the public. Work assignments are generally, as well as specifically, given and performed with a considerable degree of discretion and independence. Duties, included in this position, but not limited to the duties referenced, are listed below:

- (1) Prepares City Council agenda after consultation with the Mayor and City Administrator. Works with Administration to draft and prepare ordinances, resolutions, and proclamations; prepares Certificates of Recognition and Appreciation; and prepares and advertises legal notifications of public hearings in accordance with Ohio Revised Code. Duplicates and distributes agenda packets; and prepares Council chambers for meetings. Coordinates with recipients for scheduling on Council agenda.
- (2) Attends City Council meetings and records all official proceedings, including the journal; records in separate books all ordinances and resolutions enacted by Council, publishes in the manner provided by Charter and posts all board and commission agendas, minutes, and documents to the City's website.
- (3) Maintains custody of official records and City archives.
- (4) Acts as a resource for support to all City departments, residents, and citizens.
- (5) Receives, monitors and prepares correspondence for the Mayor and City Council. Responds to requests from all City Council members.
- (6) Oversees the City's compliance with the Ohio Public Records Act and Ohio Sunshine Laws; advises and assists City departments and various agencies with public records compliance.
- (7) Prepares and presents staff reports and other necessary correspondence, including notification for all documents as required by the Charter.
- (8) Utilizes advanced and web-based technology in various activities of the Clerk of Council's office.
- (9) Maintains legislation archive on website and electronic document management system.
- (10) Monitor, update and implement Record Schedule, monitor retention, and schedule destruction of public records for all departments.
- (11) Attends meetings and serves on committees, as directed; attends training, workshops, and seminars, as directed; maintains required licensure or certification, if any.
- (12) Performs diverse secretarial work and confidential assignments, and handles a variety of administrative details which involve acquiring input from staff, City officials, other agency representatives and the public.
- (13) Prepares and types administrative and statistical material, correspondence, reports, agreements, contracts, some which contain sensitive or confidential information, from rough draft, copy, and verbal instructions; prepares notices and provides support services to other staff as required.
- (14) Schedules park facility reservations, accepts payments and processes receipts associated with the reservations.
- (15) Serve as primary back-up for Mayor's Court Clerk to receive defendant payments in the absence of the clerk.



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- (16) Composes and types correspondence of a routine nature without specific instruction, in response to known requirements.
- (17) Acts as receptionist to screen and route calls, visitors, faxes and mail; answers and/or refers complaints and inquiries to appropriate persons. Promotes and maintains responsive community relations.
- (18) Maintains the City’s social media accounts (e.g., Facebook, Twitter, etc.), as well as ensuring that information provided on the City’s website is accurate and current.
- (19) Maintains files, records and the City Administrator’s reading file.
- (20) Coordinates the use of City conference rooms for staff and other users.
- (21) Follows safe work practices.
- (22) Responsible for maintaining adequate supply of office items. Prepares requisitions for purchase of supplies and materials for use by administrative departments.
- (23) Assists with identification of new residents and maintenance of current list of city addresses. Works with Planning & Zoning and Utility Directors in distribution of welcome packet to new residents.
- (24) Maintains and schedules service for postage meter, copy machines, telephones, and other general office equipment. Prepares requisitions for serviced equipment.
- (25) Meets all job safety requirements and all applicable safety standards that pertain to essential functions.
- (26) Demonstrates regular and predictable attendance.

### OTHER DUTIES AND RESPONSIBILITIES:

- (1) Performs other duties as assigned.

### MINIMUM ACCEPTABLE CHARACTERISTICS: (\*indicates developed after employment)

**Knowledge of:** Office practices and procedures; \*City Charter, parliamentary procedures, and Ohio Public Records and Sunshine laws; \*City/department goals and objectives; \*City/department policies and procedures; \*workplace safety practices and procedures; \*personnel rules and regulations; supervisory principles and practices; community resources and services; public relations; records management; office management; project management; government structure and process; state, federal, and local laws and/or regulations; local geographical area; English grammar and spelling.

**Skill in:** typing; data entry; word processing; computer operation; switchboard or telephone console operation; adding machine or calculator operation; use of modern office equipment; motor vehicle operation.

**Ability to:** carry out simple instructions; carry out instructions in written, oral, or picture form; interpret a variety of instructions in written, oral, picture, or schedule form; deal with many variables and determine specific action; apply management principles to solve agency problems; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; understand, interpret, and apply



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laws, rules, or regulations to specific situations; select most qualified applicant according to specifications for referral; read, copy, and record figures accurately; perform basic addition and subtraction; add, subtract, multiply, and divide whole numbers; calculate fractions, decimals, and percentages; copy records precisely without error; complete routine forms; prepare routine correspondence; compile and prepare reports; respond to routine inquiries from public and/or officials; prepare and deliver speeches and presentations; communicate effectively; train or instruct others; understand a variety of written and/or verbal communications; maintain records according to established procedures; handle sensitive inquiries from and contacts with officials and general public; develop and maintain effective working relationships; resolve complaints; travel to and gain access to work site.

### POSITIONS DIRECTLY SUPERVISED:

None.



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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand and agree with the contents of this position description.

\_\_\_\_\_  
(Signature of Appointing Authority/Designee)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Employee)

\_\_\_\_\_  
(Date)