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CITY RECORDER

DEPARTMENT: Support Services

GRADE: M-3

GROUP: Non-Represented

FLSA STATUS: Exempt

EFFECTIVE DATE: July 1, 2016

SUMMARY

An employee in this position works under the general direction of the Support Services Director performing a variety of routine and complex administrative, technical and professional work while directing and supervising the City Recorder functions. The position attends City Council meetings and acts as Clerk to the Mayor and City Council members; acts as the City's Records Manager and Elections Officer. The employee supervises the Municipal Court Clerks, is responsible for the budget and appropriations for the municipal court budget, acts as the primary contact and liaison for the Municipal Court Judge, coordinates court activities with the Police Department for implementation of justice, and determines the departmental policies and strategy for municipal court. Performs related duties as required.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

Attends City Council meetings as Clerk of the Council and records actions of the City Council; maintains official records of City Council; advises Council on parliamentary procedures; coordinates announcements of City Council vacancies and replacement process.

Establishes and enforces records management standards and records retention schedules for all records in all departments in the City.

Attends City Budget Committee meetings as Clerk of the Budget Committee and records actions of the Budget Committee; maintains official records of the Budget Committee. Prepares and monitors budgets of Legislative and Municipal Court divisions.

Provides technical advice to departments regarding the preparation of Council packet documentation. Reviews completed agenda reports for conciseness and completeness. Oversees distribution of Council agenda.

Supervises the indexing of Council proceedings, to provide a data base for research of Council actions, accessible to all departments.

Supervises the codification of City ordinances into the City of Klamath Falls code; receiving and coordinating annexation and vacation process; responsible for the City Administrative Policy Manual and its distribution.

Acts as City Elections official and administers all city elections; advises candidates and political committees on election procedures including financial reporting requirements.

Coordinates City compliance with the Oregon Government Standards and Practices Commission.

Provides technical assistance to City Manager with City's day-to-day operations.

Coordinates the public bid process, conducts bid opening procedures and oversees follow-up of contracts.

Other job functions include providing assistance to staff throughout the City with telephones and providing information to the public; composing and typing routine correspondence.

Manages and coordinates activities of assigned administrative staff and Municipal Court staff.

As Municipal Court Supervisor:

Supervises, plans, organizes, assigns, reviews and evaluates the work of assigned professional, technical and clerical support staff.

Acts as the primary contact and liaison for the Municipal Court Judge.

Coordinates Municipal Court activities with the Police Department and ensures implementation of justice.

Reviews and analyzes departmental and City municipal court procedures and policies for conformance with laws, regulations and accepted accounting practices; recommends improvements to such procedures.

Directs, reviews and/or assists with the preparation of monthly accounting reports and fiscal year-end reports for the City financial audits.

Determines and implements municipal court policies and procedures.

Provides technical assistance and training concerning all necessary computer applications/software for Municipal Court.

Reviews, plans and prepares departmental annual budget documents.

Reviews accounting documents to ensure accuracy of information and making suggestions of corrections to the Finance Department, when necessary.

Oversees accounting procedures handled by Municipal Court Clerks (i.e. daily balancing, bond payments, NSF payments, collections, write-offs, creating necessary journal entries, etc.)

Prepares a variety of complex documents including tables, statistical reports and other financial documents.

SUPERVISORY RESPONSIBILITIES

This is a supervisory position. The employee in this position carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include interviewing, hiring, training and mentoring employees; planning, assigning, directing work, evaluating performance, and coaching and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS

Education and/or experience:

An Associate's Degree in Business or Office Management with four (4) years' experience in increasingly responsible professional clerical and administrative work, preferably in legal and municipal government field; extensive training in public meetings law, election law, public records laws;; and one (1) year supervisory experience.

Desired:

Bachelor's degree in business administration, public administration, communications, or similar field; Municipal Clerk Certification or enrollment in program leading to CMC; possession of or ability to obtain a valid Oregon Driver's License and safe driving record; possession of or ability to obtain current Oregon Notary Public designation.

KNOWLEDGE, SKILLS and ABILITIES

The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

Modern office equipment, policies and procedures; legal terminology; business English, spelling, punctuation, and commercial arithmetic.

Skill in:

Typing at a speed of 80 words per minute; computer word processing; speed writing or shorthand (desired); handling multiple job assignments; and working politely and effectively with public, co-workers and officials.

Ability to:

Read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, clients, customers, and the general public; add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; apply common sense understanding to carry out instructions furnished in written, oral or diagram form; deal with problems involving several concrete variables in standardized situations.

PRE-EMPLOYMENT

Job offers for this position are contingent on the individual passing a pre-employment drug screen.

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 qualified 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; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stoop, kneel, or crouch.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift/move up to 25 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

The duties of this position are performed in a well lighted, temperature controlled office environment.

The noise level in the work environment is usually quiet.

The City of Klamath Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Klamath Falls will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

