



## City of Wright City

### Deputy City Clerk

#### Job Description

**Status:** Full time

**Department:** Administration

**Reports to:** City Clerk / Manager

#### **General Purpose of Position**

Serves as support person for the City Clerk.

#### **Duties and Responsibilities**

- Answer the telephone, screen calls, route calls to appropriate destination, and record messages when appropriate; provide general and specific information in response to inquiries and requests; assist City Clerk with telephone messages and other related administrative functions as required; welcome and assist all persons who come into the office.
- Assist the City Clerk to prepare and respond promptly, and in a courteous manner, to all public records requests, both external and internal.
- Remain knowledgeable of all City Departments' operations and responsibilities and, when needed, provide guidance to citizens and staff direction to the responsible department and staff.
- Updates city website with appropriate information.
- Updates city social media accounts.
- Types drafts of minutes for review by the City Clerk.
- Assists to prepare bi-monthly board packets.
- Maintains membership lists for all boards and commissions.
- Notifies the Mayor and City Council of openings.
- Assist the City Clerk in the updating of the municipal code book, tracks codebook updates as they occur.
- Fill in as needed at City Meetings or times where City representation is needed.
- Sends all updates to the codification consultant every six months or as needed.
- Posts and advertises public hearings according to state law and local ordinance.
- Performs other related duties as assigned.
- Required the completion of NIMS/FEMA training IS 100, IS 200, IS 700, IS 800.

#### **Knowledge, Skills and Abilities**

- Preparation and certification of ordinances and resolutions.
- General office and filing practices and procedures.
- General functions and operations of municipal government.
- Knowledge of various pieces of office equipment including photocopiers and scanners.

- Ability to use a multi-line telephone system to answer and transfer calls.
- Ability to maintain confidentiality at all times .
- Ability to proofread reports accurately.
- Knowledge of various types of office software, including word processing and spreadsheets.
- Strong attention to detail.
- Ability to work effectively with staff and general public.
- Ability to understand and meet specified deadlines.
- Ability to prioritize daily workflow.
- Must be able to work autonomously when necessary.
- Must be able to handle multiple tasks simultaneously with frequent interruptions.

### **Education, Certification and Job Qualifications**

- High School Diploma or equivalent with some college or managerial courses preferred.
- Requires at least two years of experience working in a municipality with five years preferred. An equivalent combination of education and experience will be considered.
- Certified Municipal Clerk (CMC) or Missouri Registered City Clerk (MRCC) status is preferred.