



This description of overview and expectations does not constitute an employment agreement with the City of Gervais and is subject to change by the city as the needs of the city change.

JOB TITLE:	CITY RECORDER	REPORTS TO:	CITY MANAGER
DEPARTMENT:	ADMINISTRATION	SUPERVISES:	UTILITY BILLING & COURT CLERK
FLSA STATUS:	EXEMPT	EFFECTIVE DATE:	MARCH, 2023

General Statement of Duties/Purpose of Position

The City Recorder assists with the maintenance of the City Code (known as the Gervais Municipal Code (CMC)), and is the custodian of citywide and statutory public records, including the City’s archives. This position assists with the documentation of city government activity through the support to and recording of the governing body’s operations. The City Recorder performs related duties as assigned. The City Recorder provides direct and indirect assistance to the governing body.

Job Scope

Perform a variety of complex administrative support activities to contribute to efficient office operations requiring a thorough understanding of department and City programs and procedures.

Supervision Received: A wide variety of complex tasks are performed under general supervision. This classification is expected to function independently in daily tasks and to use initiative and independent judgment on non-routine matters. Routine problems are identified and solved; only unusual/complex problems are referred to a supervisor or other staff. Supervisory direction, State and Federal rules/regulations, and organizational and departmental protocols, guidelines, and standard operating practices dictate actions.

Supervisory Responsibilities: Will exercise general supervision for personnel listed as Administrative, which includes the Utility Billing & Court Clerk. Position may provide training and orientation to newly assigned personnel.

Essential Job Functions/ Examples of Duties Performed

1. Provide customer service/reception support to internal and external customers.
2. Respond to inquiries and requests for assistance, both in person and over the telephone.
3. Provide direction and assist in completing reports and forms. Process forms, applications, etc., as appropriate.
4. Provide routine, non-routine, and technical information regarding City and/or programs.
5. Prepares, reviews, and edits the meeting minutes and ensures official notifications are provided to the community for public hearings and other notices.
6. Provides administrative and technical support to the City Manager and Governing Body.
7. Coordinates and performs certain aspects of special projects on behalf of the City Manager.
8. Prepares and oversees correspondence.
9. Researches files, documents, archives, and other materials to provide information to the general public and city departments as required.
10. Attends council meetings, work sessions, and other sessions as required.

11. Assign and process account transactions based on documentation, invoices, and/or statements.
12. Perform all accounting functions of the City, which includes, but is not limited to, reconciling general ledger accounts, processing monthly bank reconciliations, processing payroll, and processing accounts payable in a timely manner.
13. Provide back-up assistance to the Utility Billing & Court Clerk in processing payments and water applications, and balancing, and depositing cash as needed.
14. Provide administrative support using computer software skills in entering data into computer system from a variety of documents; composing and typing letters, memos, and other material; proofreading and editing documents.
15. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility.
16. Maintain safeguards around confidential and/or sensitive files and documents.
17. Follow all safety rules and procedures established for work areas. Maintain work areas in a clean and orderly manner.
18. May provide assistance to other department personnel as workload and staffing levels dictate.
19. Performs other duties as assigned that support the overall objectives of the position for the city.

Job Qualification Requirements

Minimum/Mandatory Education and Experience Requirements:

- Position requires a Bachelor's degree in business finance.
- Three (3) years of experience in Oregon government accounting and public records management.
- Consideration will be given to any satisfactory equivalent combination of experience, education and training, which equals the ability to perform the work, and may be substituted for the above.

Knowledge:

- Advanced knowledge of office practices and use of a variety of standard office equipment.
- Advanced knowledge of word processing software, records maintenance, accounting and financial statistical record keeping, business English, grammar, punctuation, spelling, and administrative research.
- Knowledge and demonstrated understanding of the governmental accounting structure.
- Familiarity with municipal departmental functions and the ability to research and interpret ordinances, statutes, and administrative rules are highly desirable.

Skills:

- Skill in the use of personal computers, standard office equipment and financial software.

Abilities:

- Ability to establish and maintain an effective working relationship with management, employees, other agencies, and the general public.
- Maintain records and logs.

- Communicate effectively, both orally and in writing, with individuals and groups and to learn, apply and explain in detail the City's policies and procedures.

Special Requirements/Licenses:

- Possession of valid Oregon State Driver's License

Desirable Requirements:

- Bilingual

Working Conditions and Physical Demands

Work is primarily conducted in an indoor office setting where most of the work period occurs under usual office working conditions. The noise level is typical of most office environments where telephones, personal interruptions, and background noise are frequent. Attendance at various meetings may require working after normal business hours.

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility including the ability to move materials weighing up to 5 pounds on a regular basis such as files, books, office equipment, etc. This position may occasionally require moving materials weighing up to 25 pounds. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computers, keyboards, telephones, calculators, and standard office equipment.

The duties listed in this description are intended only as illustrative examples of the various types of work that may be performed by individuals in this classification. Any of these duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.