

# CITY CLERK POSITION

## City Clerk Job Description

The City of Hillsboro is looking to hire a motivated and experienced City Clerk to plan, manage, and coordinate clerical duties within the City of Hillsboro. You will be responsible for recording minutes of Board of Alderperson meetings, recording and maintaining all municipal documents, preparing meeting agendas, storing financial records, and issuing public correspondence.

To excel in this role, you will need to have proven experience in collating and maintaining records and legal documents, working knowledge of relevant computer systems, and an understanding of federal, state and local laws. A minimum of five years' clerical experience in records management, human resources, supervisory experience, and proficiency in Microsoft Office software.

## City Clerk Responsibilities:

- Record, edit, and distribute minutes of council meetings.
- Communicate effectively with management, government officials and staff.
- Draft meeting agendas and bylaws.
- Record data and ensure that documents are stored, filed and maintained correctly.
- Utilize computer databases and software.
- Prepare and maintain official reports, legal documents, financial records, and reference material.
- Coordinate municipal elections.
- Transcribe, type, and proofread documents.
- Distribute public correspondence and ensure that municipal records are accessible to the public.
- Process payroll and maintain employee records.

## City Clerk Requirements:

- Bachelor's Degree in Public Administration, Business Administration/Management or Public Policy is desirable.
- Previous City Clerk experience preferred.
- Computer skills and knowledge of software applications.
- Knowledge of Abila MIP Fund Accounting Software.
- Excellent verbal and written communication skills.
- Strong interpersonal skills.
- Time management and organizational skills.
- Knowledge of federal, state, and local laws and regulations.

Starting salary will be in the range of \$35,000 to \$40,000 depending on experience and qualifications.

Individuals should submit a letter of application with résumé by June 14, 2019, to the City Administrator, City of Hillsboro, by email: [administrator@hillsboromo.org](mailto:administrator@hillsboromo.org) or by mail: P.O. Box 19, Hillsboro, MO 63050.