



City Clerk

Department: City Clerk

SUMMARY: Ensures the duties and responsibilities of the City Clerk's Office are conducted efficiently and accurately. Manages the City's vital records and coordinates the election process. Formulates programs and procedures for the City's vital records management, licensing, audits and tax collections. Reports to a higher level staff member. Supervision is a responsibility of this class.

ESSENTIAL FUNCTIONS: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

Supervise all activities of the City Clerk's office, to include staff; assign work activities, projects and programs; monitor workflow; implement policies and procedures; review and evaluate work products, methods and procedures.

Oversee in-house City audit responsibilities as they related to State collected sales tax.

Advise Council on proposed amendments to the City Code; prepare revisions to the tax code as requested by City Council or as directed by the State Model Tax Code Commission.

File property liens and/or criminal complaints and takes collection actions as appropriate.

Oversee the Citywide records management program and maintain official City records, including ordinances, resolutions, Council reports, agendas and minutes and contracts in accordance with Arizona Revised Statutes.

Coordinate and supervise the preparation and distribution of agendas, meeting minutes and supporting materials for Council and select board and commission meetings.

Serve as Chief Election Officer and oversee the official posting and publication of notices; plan and conduct City elections, including initiative, referendum, and recall, in accordance with the Apache Junction City Code and State and Federal statutes; provide forms and advise candidates and political action committees (PACs) of filing requirements.

Comply with various state and city statutes; process liquor, bingo and off-track licenses in accordance with City Code and state statutes.

Serve as the official record keeper to the City Council for work sessions and regular meetings.

Prepare and administer budgets for the City Clerk's department and the Mayor and City Council; monitor and approve department expenditures.

Support the City's policies, goals and objectives and work with management and other staff to ethically achieve such goals and objectives; ensure compliance with safety procedures.

KNOWLEDGE AND SKILLS:

Demonstrated Knowledge of:

City and Department procedures, policies and guidelines; City Code; Arizona Revised Statutes; laws applicable to liquor and bingo licensing; tax code and laws.

Budget and report preparation; principles and practices of record retention.

Election laws, procedures, protocols.

Principles and practices of effective project management, personnel management, leadership, supervision and training; effective problem solving; conflict negotiation.

Skill in:

Establishing and maintaining cooperative working relationships with vendors, coworkers and other individuals in contact during the course of work; communicating clearly and concisely.

Operating a personal computer utilizing standard software such as Microsoft Office and specialized software; use of standard office equipment; keyboarding and data entry.

Assessing and prioritizing multiple tasks and demands; maintaining composure and working effectively under stress; meeting deadlines.

MINIMUM QUALIFICATIONS:

Graduation from a college or university accredited by an agency recognized by the U.S. Secretary of Education or Council for Higher Education Accreditation (CHEA) with a Bachelor's degree or equivalent credit hours, and five (5) years paid fulltime administrative experience, which includes three (3) years of supervisory responsibility.

LICENSE, CERTIFICATION AND/OR SPECIAL REQUIREMENTS:

Candidates who are selected for appointment may be fingerprinted, if 18 or older; successfully complete a background investigation, employment verification and may be subject to a drug/alcohol test, medical, polygraph and/or psychological evaluation. Candidates who are appointed will be required to possess a valid driver's license to operate a vehicle in Arizona, or meet the transportation needs of the position.

Certified Municipal Clerk designation and State of Arizona Certified Elections Official designation, within three (3) years of appointment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment. May require frequent sitting and continuous operation of a personal computer. May be required to perform a full range of motion with lifting and/or carrying items weighing up to 25 pounds.

Adopted:

Revised: Nov, 2014; September 2019