

**CITY OF PERRY, GEORGIA
JOB ANNOUNCEMENT**



POSITION OPENING: 24-04 **Post Dates:** 7/28/2023 – 8/10/2023

Classification Title: Assistant City Clerk

Pay Rate: \$25.87 per hour (Assistant City Clerk I)
 \$28.51 per hour (Assistant City Clerk II)
 Salary is based on education and experience.

Department: Administration

Status: Regular/Full-time

Probationary Period: One (1) Year

Job Summary

This position provides a variety of complex administrative support with the activities of the City Council. The Assistant City Clerk serves as backup to the City Clerk as a liaison to the Mayor and Council with citizens and professional City staff. The Assistant City Clerk assists in conducting Council meetings, prepares Council agendas by utilizing Escribe and transcribes the proceedings of Council Meetings. The position provides support to the Council related to City boards and membership lists. The Assistant City Clerk must be available to attend Council and other evening meetings as scheduled. This position supports the City Clerk, Mayor, Council and City Manager's Office on municipal issues and policies and promotes efficient delivery of essential and desired services. This role is responsible for responding to citizen inquiries, assisting as necessary in preparation of Mayor and Council schedules, and making travel arrangements, attending meetings, and assisting in maintaining records for the City.

Essential Tasks

- This role is responsible for responding to citizen inquires, assisting as necessary in preparation of Mayor and Council schedules and making travel arrangements, attending meetings, and assisting in maintaining records for the City.
- Record, edit and distribute minutes of council meetings. Communicate effectively with management, government officials and staff.
- Provides a variety of general administrative support including but not limited to greeting and assisting visitors, typing reports and correspondence, scheduling public meeting rooms, and processing and filing of various documents.
- Assists with the preparation agendas, agenda packets, and agenda minutes.
- Possible backup administrative support for council appointed authorities, boards, and commissions.
- Prepare Perry Event Center for City Council meetings.
- Assists City Clerk with open records requests as required by law.
- Prepare ceremonial documents and necessary back-up materials for public presentations for the Mayor and City Council.
- Scan and archive documents following electronic documents management procedures.
- Assumes additional responsibilities as assigned by City Clerk.

Knowledge, Skills, & Abilities Required

- Must have knowledge of basic minutes process and transcribing experience.
- Requires advanced level of interpersonal skills necessary to develop cooperative working relationships with employees, senior staff, elected officials, and other jurisdictions.
- Must be detail oriented and possess ability to research and interpret a variety of technical and abstract information.
- Knowledge of municipal government, political structure and process and applicable state, federal and local laws, rules, and regulations.
- Knowledge of council meeting procedures including Roberts Rules of Order.
- Must be proficient operating a PC and MS Windows programs including Outlook, Word, PowerPoint, Excel, and other computer applications as Excel.
- Requires ability to communicate clearly and concisely in writing and to speak effectively before public groups.
- Responsible for the preparation of agendas for official public meetings.

Reports to

City Clerk

Physical Demands – Class E

- **LIFTING:** Occasionally. Floor to waist level lifts: Requires lifting boxes up to 25lbs. Hand trucks are available to move multiple boxes and items. Binders up to 25 lbs. are stored on shelves of varying heights. Horizontal lift: Transferring supplies (up to 25 lbs.) from worktables and desks. Overhead lift: Retrieving supplies (up to 25 lbs.) from top shelves.
- **PUSH/PULL:** Rarely. Other push/pull tasks include opening doors throughout the building. Push/pull needed for file drawers - the horizontal file drawer requires the use of two hands at the same time.
- **SINGLE HAND CARRY:** Rarely.
- **GRIP/HANDLING:** Continuously. Grip strength required for holding binders that may be as thick as 6 inches, telephone use, stamping mail and carrying mail. Pinch grip necessary for mail handling, and handling pages in binders. Other hand activities include use of calculators, computers, and manual writing tasks.
- **ELEVATED WORK/REACHING:** Occasionally. Reaching for office supplies that are kept at a higher level.
- **STATIC FORWARD BENDING:** Occasionally. May occur during standing activities at a worktable or workstation, moving items off the floor, moving items from cart to workstation or table.
- **TRUNK ROTATION:** Occasionally. May occur during sitting activities at a workstation.
- **KNEEL/CROUCH:** Rarely. Leaning over a low filing cabinet. Setting up items for council meetings, such as microphones.
- **REPETITIVE SQUAT:** Rarely. May occur while moving supplies or boxes off the floor to desk or shelf.
- **SITTING TOLERANCE:** Continuously. Sitting occurs with workstation tasks, meetings, trainings.

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Where Georgia comes together.

- **STANDING TOLERANCE:** Occasionally. Standing occurs during printer/copier use and working in the mailroom. May occur when interacting with a customers and employees.
- **WALKING:** Occasionally. Walking occurs within the Department up to 150 feet at a time. Walking to the elevator.
- **STAIRS:** Rarely. There are five steps or a ramp to enter the building.
- **STEP LADDER:** Rarely. A step stool may be necessary to access supplies on top shelves.

Work Environment

Standard office environment. Work is performed in a typically quiet, normal office environment with little or no exposure to outdoor temperatures, dirt, or dust. Works during the evening based on City Council schedule (normally first and third Monday/Tuesday nights and other nights as necessary).

Qualifications

- Active and maintain Georgia Driver's License through employment.
- Maintain acceptable Motor Vehicle Record throughout employment.
- 3 years progressive experience with a municipal, county, or governmental agency.
- Strong organizational skills
- Proficiency computer software skills, to include Microsoft Word, Excel, and PowerPoint.
- Ability to adjust schedule to accommodate council schedule.
- Must complete Municipal Clerk Minimal mandated training within one year.
- Notary

The purpose of this classification is to provide highly responsible secretarial, administrative, and clerical support. Work involves providing and managing clerical and administrative support functions at the highest level of City government. Employees in this class are in highly visible positions requiring frequent communication with all levels of City government, external agencies and businesses, the media, and the public.

Application must be completed in full to be considered.

This position requires pre-employment, post accident, and random drug screening.

**THE CITY OF PERRY IS AN EQUAL OPPORTUNITY EMPLOYER
AND A CERTIFIED DRUG FREE WORKPLACE**