



CITY RECORDER JOB LISTING

The Recorder shall be required to reside within the city limits of Martin, Tennessee, or the immediate vicinity of Martin, Tennessee. [As replaced by Priv. Acts 2003, ch. 37, § 1]

This City Recorder performs duties required in the city charter and municipal code. An employee in this position is responsible for the daily operation of city government activities and support services under the general direction of the Board of Mayor and Aldermen. The Recorder performs all administrative duties for the municipality not expressly assigned by charter or code to another corporate officer. The Recorder shall also have custody of, and be responsible for maintaining all corporate bonds, records, and papers. The work requires frequent contact with the Mayor and Board, committees, all department heads, employees, and the general public.

DUTIES AND RESPONSIBILITIES

- Responsibility to ensure that all financial operations are performed in compliance with applicable local, state, and federal laws, as well as with acceptable standard principles of accounting and finance
- Prepares the annual budget for all funds, including estimates and recommendations, and the appropriate ordinance for adoption by the Board of Mayor and Alderman. Also prepares documents such as the capital budget plan, etc.
- Responsible for accounting and financial records for all funds. Including supervising the reconciliation of the bank statements, as well as invoices, bond payments, drafting checks, accounts payable, etc.
- Reviews, gives advice, and provides oversight functions related to the city's financial operations, which include accounting, budgeting, reporting, purchasing, tax collection, and other financial activities.
- Reviews statements and reports for workers' compensation, annual audit, state and federal agencies, etc.
- Attends all meetings of the Board of Mayor and Alderman and Finance Committee and maintains and preserves a full and accurate account of all business transactions by the Board.
- Keeps the Board of Mayor and Aldermen informed as to departmental operations and deficiencies as they relate to financial conditions, budget schedules, cost overruns, etc. Reports to the Board of Mayor and Aldermen corrective action taken or proposed in order to bring departments or special projects and outside contracts back under budget, so they can conform to schedules and cost estimates.
- Prepares resolutions and ordinances for consideration by the Board of Mayor and Alderman. Keeps an "Ordinance and Resolution Book" in which is recorded and indexed all ordinances and resolutions adopted by the Board.

- Oversee the preparation of the agendas for governing body meetings.
- Supervises the work of subordinate office personnel and employment practices within the Administrative Department; makes appropriate decisions when needed.
- Custodian of the official seal of the City, the public records, the original ordinance, all contracts, deeds, and certificates relative to the title of any property of the city, all official indemnity or security bonds, and all other such records, documents and papers as are not required to be deposited with some other official.
- Certifies all copies of such original documents, records and papers in the recorder's office as may be required by any officer or person for the use of the City of Martin.
- Countersigns all contracts entered into the City after authority given by ordinance or resolution.
- Serves as the Treasurer of the City and makes payments relative to current operating expenses upon the authorization of the Board of Mayor and Aldermen. Receives and accounts for all the revenues of the city.

DESIRED KNOWLEDGE AND ABILITIES

- 3 Years or more of experience and knowledge of the application of accounting principles to municipal finance.
- Knowledge of modern office practices, procedures and equipment, including computers and computer applications.
- Knowledge of modern management practices and techniques.
- Knowledge of the laws, rules and regulations pertaining to the office of Recorder.
- Ability to carry out the instructions of the Board of Mayor and Aldermen.
- Ability to plan, organize, assign, supervise, inspect, and direct the overall work of the City.
- Ability to work effectively under pressure.
- Ability to establish and maintain effective working relationships with the public, the legislative body, department heads, and other employees.

MINIMUM REQUIREMENTS

- Bachelor's degree from a four-year college or university in Public Administration, Business, Accounting, Finance, or related field.
- Must be capable of obtaining State Certification for Municipal Clerks and Records and Chief Municipal Finance Officer Certification within 3 years.
- At least three (3) years of responsible experience in accounting and clerical work including municipal finance systems and modern office practices along with training or experience in responsible administrative or legal capacity.
- Must be bondable as provided by the City Charter.

PREFERRED QUALIFICATIONS

- Current Chief Municipal Finance Officer Certification
- Ten (10) years of responsible experience in accounting and clerical work including municipal finance systems and modern office practices along with training or experience in responsible administrative or legal capacity.

Range Salary: \$65,000 - \$75,000 annually depending on qualifications

Benefit package includes Health, Dental, Life, and Vision Insurance. The City of Martin is part of the Tennessee Consolidated Retirement System (TCRS).

Applications can be obtained at the City of Martin Municipal Building or may be obtained on the City of Martin website at www.cityofmartin.net. Resumes not accepted without a completed application. Deadline for submitting applications is 5:00 PM Wednesday, March 25th, 2026. Mail applications to:

City of Martin
Attn: Human Resources Department.
109 University Street
Martin, TN 38237

The City of Martin is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, age, sex, gender, disability or any other characteristic protected by law.