

PERSONNEL MEMORANDUM

DATE: October 22, 2021
TO: All Interested INDIVIDUALS
FROM: Personnel Department
SUBJECT: ANNOUNCEMENT OF POSITION RECRUITMENT
POSITION: **Deputy City Clerk I / Deputy City Clerk II**

Essential Functions

- Assists with the preparation of agenda packets, assembles documents and information, and publishes and distributes public notices.
- Provides administrative support for meetings; records, transcribes, and distributes meeting minutes.
- Provides administrative support to the appointment of Boards, Commissions and Committees.
- Prepares and submits public notices to meet required public notice deadlines for the City.
- Prepares seminar registrations/travel arrangements for City Council Members as needed.
- Assists with special Council events that require additional set up, such as closed sessions, swearing in ceremonies, joint meetings, meetings with other cities, etc.
- Provides other customer service to internal and external customers; greets, receives and screens visitors and customers; addresses and resolves customer questions as able and refers complex inquiries, requests, or complaints to other appropriate staff as needed.
- Picks up, sorts, copies, and distributes a variety of correspondence, deliveries, and mail; opens, logs, and routes office mail; sorts and prepares outgoing mail and documents for pickup; retrieves, delivers, and sends faxes.
- Composes routine correspondence; proofreads and edits; enters, scans, updates, and maintains information in spreadsheets, databases, and reports.
- Assists with election processes as needed.
- Creates and maintains a department filing and record system.
- Prepares and processes requisitions, invoices, payment vouchers, bills, and verifies any accounting records. Reviews invoices and submits to Director for approval of payment; notifies of discrepancies; codes to appropriate funds; enters required information into financial software; maintains active account files.
- Gathers information for Open Records Requests as assigned.

Knowledge, Skills, and Abilities

- Knowledge of City, department and personnel policies and procedures.
 - Knowledge of standard office policies and procedures.
 - Knowledge of basic accounting and bookkeeping.
 - Skill in English composition, grammar, spelling and punctuation.
 - Skill in typing and word processing and use of personal computer/software.
 - Skill in basic math.
 - Skill in communicating effectively both orally and in writing.
 - Skill in working under limited supervision.
 - Knowledge of databases pertinent to the City Clerk's office.
- Skill in posting items to the City's website as needed.

Required Education, Experience, Licensing, and Certifications

Deputy City Clerk I

G-1; \$14.77 per hour

- High School Diploma/equivalent and two (2) years of administrative support experience, inclusive of customer service support.
- Bookkeeping or accounting experience preferred.

Deputy City Clerk II

I-1; \$17.57 per hour

- High School Diploma/equivalent with four (4) years progressively responsible experience in an administrative related position.
- Associates degree preferred.
- Must obtain Municipal Clerk's certification within timeframe specified by City.

Individuals interested in applying for this position must apply online. Please visit our website, <https://tn-oakridge.civicplushrms.com/careers/> before 12:00 noon, Friday, November 5, 2021.

**THE CITY OF OAK RIDGE IS AN EQUAL OPPORTUNITY EMPLOYER
INCLUDING THE DISABLED**