

City of Ironwood  
213 S. Marquette St.  
Ironwood, MI 49938



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## NOTICE OF JOB OPENING

**Posting Date: August 23, 2017**

The City of Ironwood will be accepting applications to fill the position of Clerk 1 – Assistant City Clerk, Finance/Human Resources, Department of Public Works. Please send cover letter, resume, and completed City of Ironwood Application to the attention of Karen Gullan, City Clerk, 213 S. Marquette St., Ironwood, MI 49938 or by email to [gullank@cityofironwood.org](mailto:gullank@cityofironwood.org). These applications shall be accepted at the City Clerk's Office until 4:00 P.M. on Friday, September 15, 2017.

### **CLERK I – ASSISTANT CITY CLERK, FINANCE HUMAN RESOURCES, DEPARTMENT OF PUBLIC WORKS**

Wage Rates:

Start:	\$16.75
6 months:	\$18.25
1 year:	\$18.36
2 years	\$18.67

See the attached job description for qualifications, responsibilities and duties. Applicants MUST send cover letter, resume, and completed City of Ironwood Application along with a copy of their driver's license.

This Institution is an Equal Opportunity Provider, Employer and Housing Employer/Lender



## CITY OF IRONWOOD

# CLERK I – ASSISTANT CITY CLERK, FINANCE/HUMAN RESOURCES, DEPARTMENT OF PUBLIC WORKS

### General Summary

The Assistant City Clerk assists the City Clerk in all duties and responsibilities of the Clerk's Office and possesses the authority to act on behalf of the City Clerk as necessary. Assumes the duties of the City Clerk in his/her absence. The Assistant City Clerk will also assist with Finance/Human Resource tasks as assigned and will also provide clerical support for the Department of Public Works. This position will also assist in maintaining a variety of records, correspondence, reports, will have public contact and handle and account for cash and other funds.

### Supervision Received

Work is performed under the supervision of the City Clerk. Assignments to assist other City Departments may be made by the primary supervisor.

### Essential Duties and Responsibilities

An employee in this position may be called upon to do any or all of the following: (**Does Not** include **all** tasks employee may be expected to perform).

1. Perform the primary clerical duties of the City Clerk's Office.
2. Assist in preparation of Agendas and assemble related material for dissemination for the City Commission meetings.
3. Type and distribute minutes of the City Commission and other assigned City boards from time to time.
4. Assist in carrying out administrative detail and process routine administrative matters.
5. Answer telephone and counter requests requiring a knowledge of municipal rules and procedures, exercising independent judgement and initiative within objectives and policy guidelines, give out information, process complaints, receive visitors.
6. Sort material for filing and maintain a variety of files on correspondence records and other materials.
7. Research files as requested.
8. Maintain cemetery records, sell cemetery lots and prepare billing and related correspondence.
9. Coordinate funerals with Sexton and Funeral Director.
10. Prepare purchase orders and assist in the solicitation of bids and quotations, bid openings and analysis.

11. Prepare a variety of correspondence, records and reports using Microsoft Office programs along with other necessary computer programs.
12. Exercise technical supervision over temporary and summer youth employees.
13. Transcribes machine dictation.
14. Assist in the maintenance of the official record system, scanning of documents, data entry, etc.
15. Process and maintain appropriate records for voter registration, the acceptance of voter registration and the processing of absentee ballots.
16. Perform all election-related duties.
17. Process the issuance of City Business Licenses and send out annual renewal notices, maintain computerized index and issue late notices to expired businesses or notices of not being licensed to unlicensed businesses and other City permits.
18. Type a variety of records, correspondence, reports, bills, receipts, applications, permits and licenses, minutes of Board and Commission meetings using the full power of word processing programs as appropriate.
19. Answer telephone and assist the public.
20. Prepare filing and other records for the City Clerk's office.
21. Prepare, post, and send all meeting notices of various pertinent staff and public.
22. Assist with maintaining and filing of accident insurance claims.
23. Receive and record fees or other funds collected through the mail and over the counter.
24. Handle orders, requisitions and other purchasing tasks for the City.
25. Assist Freedom of Information Coordinator (FOIA).
26. Handle arrangements and assist with maintaining calendar for use of the Memorial Building rooms and parks.
27. Coordinate snow removal and other MDOT communications, salt & sand monthly reporting, and obtain permission from MDOT for various permits.
28. Assist with posting information on City webpage, Facebook page, etc.
29. Assist Finance/Human Resources as assigned.
30. Assist Department of Public Works as assigned.
31. Perform related work as required.

### Minimum Qualifications

- Education and Experience:
  1. Graduation from high school education or GED equivalent.
  2. An Associates Degree in public administration, business, marketing or related field
  3. Two (2) years of clerical experience, or
  4. Any equivalent combination of education and experience.
- Necessary Knowledge, Skills and Abilities:
  1. Knowledge of modern office procedures and practices.
  2. Knowledge and experience with public contact duties.
  3. Ability to understand and comprehend policies, regulations, and ordinances governing clerical activities in the City Clerk's Office.
  4. Proficient in typing and have excellent spelling and grammatical skills.

5. Skill in operating a typewriter, dictaphone, and other standard office equipment.
6. Knowledge and proficiency with relevant software applications (word processing, graphic design, publisher, and photoshop).
7. Experience in working with a personal computer with word processing, database, spreadsheet, filing, office machines, bookkeeping, accounting and related commercial subjects.
8. Skill in establishing and maintaining effective working relationships with supervisors, City Officials, co-workers, clients and the public.
9. Ability to work independently and be self-directed.
10. Ability to perform efficiently under demand.

### Preferred Qualifications

1. Certified, or certifiable, as a State of Michigan Accredited Election Official.
2. Certified, or certifiable, as a Michigan Municipal Clerk, Certified Municipal Clerk.
3. Certified, or certifiable, as a Passport Acceptance Agent.

### Other Requirements

1. Demonstrated ability to maintain interpersonal, customer service and oral/written communication skills with the public, and City Staff.
2. Demonstrated knowledge of property grammar, spelling and punctuation.
3. Demonstrated ability to meet deadlines.
4. Demonstrated ability to independently organize and prioritize work assignments.
5. Demonstrated ability to work with accuracy and attention to detail.

### Materials and Equipment Used

1. Standard computer software including, but not limited to, Microsoft Office, BS&A and Pontem.
2. Telephone, standard duplicating equipment.
3. Standard office equipment to perform clerical tasks.
4. Electronic voting equipment.

### Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is

occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

### Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee primarily works in an office setting. The employee may be required to travel outside of the office, which may cause exposure to temperature changes and inclement weather.

The noise level in the work environment is usually moderately quiet in office settings.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*