

RESOLUTION NO. 14-2018

Amending the Job Description for Assistant City Clerk and Amending the Staffing Chart to Accommodate Said Position.

WHEREAS, City Council wishes to amend the job description for the position of Assistant City Clerk; and,

WHEREAS, it is desirable and necessary to amend Resolution No. 73-2017 establishing the 2018 Staffing Chart of the City of Worthington to add the position Assistant City Clerk;

NOW THEREFORE, BE IT RESOLVED by the Council of the Municipality of Worthington, County of Franklin, State of Ohio:

SECTION 1. That the job description for the position of Assistant City Clerk (Class Specification No. 203) as per the description attached hereto be and the same is hereby amended.

SECTION 2. That City Council does hereby amend the 2018 Staffing Chart of the City of Worthington by adding the position Assistant City Clerk effective upon adoption and publication of Ordinance No. 09-2018.

SECTION 3. That the Clerk of Council be and hereby is instructed to record this Resolution in the appropriate record book.

Adopted March 5, 2018

/s/ Bonnie D. Michael
President of Council

Attest

/s/ D. Kay Thress
Clerk of Council

CITY OF WORTHINGTON
POSITION DESCRIPTION

POSITION TITLE: Assistant City Clerk
Department: Administration
Date: March 5, 2018
Reports To: Assistant City Manager

CLASS: 203
Title Originated: 2000
Updated:

General Statement of Duties

Under the direction of the Assistant City Manager, this position is responsible for the performance of a number of clerical and administrative duties. The work requires constant exercise of judgment in applying prescribed procedures to various matters and assignments. Employees in this position may work under either close or general supervision depending upon the nature of the assignment.

Essential Functions of the Position:

Answers the telephone and responds to telephone and in-person inquiries by the public.

Performs duties including, but not limited to, greeting the public, processing permits, answering questions, typing, and filing as required;

Answers incoming calls and either routes callers or provides information as required;

Responds to inquiries from other City personnel and the public at large, and refers, when necessary, to appropriate persons;

Assists with the preparation of council materials, legal advertisements, and distribution of related notices;

Assists City Council and City boards/commissions as needed;

Prepares meeting minutes as required;

Types various office correspondence and reports requiring judgment as to content, accuracy, and completeness;

Maintains a variety of cross-referenced office files and reports;

Prepares standard office and department forms, and compiles data for reports;

Procures department materials and supplies;

Receives and routes incoming mail and processes outgoing mail;

May serve as City Clerk, Clerk of Council and Deputy Court Clerk as required;

Issues permits and licenses under prescribed procedures;

Operates various office equipment;

Provides assistance to other administrative staff as needed;

Performs other related duties as assigned;

Maintains regular and predictable attendance.

Desired Knowledge, Skills and Abilities

Familiarity with basic office terminology, practices and procedures, business arithmetic and English;

Familiarity with elementary bookkeeping and/or accounting methods;

Knowledge of the organization and functions of city government;

Ability to learn the Codified Ordinances and Charter of the City;

Ability to maintain, type, and file reports;

Ability to operate standard office equipment;

Ability to operate a multi-line telephone system;

Ability to maintain effective relationships with City staff and the public at large;

Ability to handle stressful situations;

Ability to express oneself and communicate to the public and co-workers clearly and accurately;

Good judgment, tact, and courtesy;

Familiarity and experience with computer operations and word processing programs;

Ability to react to change productively and to handle other tasks as assigned;

Ability to make basic decisions in accordance with laws, ordinances, regulations and established procedures;

Ability to conduct research and analyze information related to essential functions of position;

Ability to track and meet deadlines;

Ability to work some flexible hours including evenings and weekends as necessary and scheduled; and

Ability to lift and carry heavy objects as required, at times weighing up to 20 lbs.

Minimum Requirements of the Position

Graduation from a standard high school course of study (or GED) with at least 2 years experience providing administrative support at an executive level required. Education or training in secretarial science, computer applications, and or college level course work, preferred.

The 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.

This job description does not list all of the duties or functions of the job. The individual in this position may be asked by supervisors to perform other duties. The City has the right to revise this job description at any time.

Adopted by Resolution No. 14-2018; Effective April 11, 2018