

**CITY OF TAYLORSVILLE, KENTUCKY
JOB DESCRIPTION**

Job Title	City Clerk
Reports to	City Mayor and Commission
Supervises	All City Department Heads and Administrative Office Employees
Overtime Status	Exempt

Characteristics of the Class

- Performs all statutorily required functions of the office of City Clerk in accordance with KRS 83A.085.
- Performs duties necessary to ensure the proper financial management and record keeping of the City.
- Assists all department heads, as needed, in any way needed to ensure that each one has what is necessary to their department.
- Performs related work as required.
- This position may require the implementation of responsibilities outside of the normal workweek.
- This position is considered essential as related to inclement weather or natural disaster.

Essential Job-Related Duties and Responsibilities

PERFORMS OR DELIGATES:

- Maintenance and safe keeping of permanent records.
- Custodian of the official Seal of the City, if any.
- Statutory responsibilities assigned to the city's official custodian by the Open Records Act.
- Providing annual reports to the Department for Local Government.
- Prepares agenda for and attends all commission meetings.
- Keeps full and accurate minutes of commission proceedings (Recording them in a permanent journal kept for this purpose).
- Advertises and maintains ordinances consistent with state law.

- Supervises work related to:
 1. Preparation of property tax notices, assessments, insurance premium tax revenues, business and license fees;
 2. To the receipt, deposit, custody, investment and disbursement of city funds;
 3. Receipt of daily cash and cash reports from various revenue sources and
 4. Distribution of receipts to the proper funds and the maintenance of records relating to bank deposits and withdrawals.
- Supervise work related to the preparation and maintenance of payroll records, including payroll deductions.
- Maintains employee personnel records.
- Assists in the development and administration of the city budget.
- Coordinate special projects.
- Maintains financial records for all city accounts and funds.
- Reconciliation with bank accounts.
- Orders supplies and issues purchase orders.
- Keeps Mayor and City Commission informed of information deemed pertinent to city operations.
- Works with utility employees, developers and citizens concerning the extension of city water and sewer utilities.
- Attends training and meetings as needed to ensure compliance with state and federal guidelines on receipt and expenditure of funds.
- Performs other related duties as required.

Typical Working Conditions and Unique Physical Requirements

- Majority of time spent indoors at office with very little physical exertion required other than occasional light lifting.

(Persons employed in this classification will typically perform their primary job duties under these conditions. However, these conditions may change on occasion in performing the duties of any individual position.)

Minimum Qualifications

Education, Training and Experience

- Graduate from an accredited high school or equivalent (GED) supplemented by three (3) years of progressively responsible clerical/accounting work.
- Frequent contact with the public.
- Related post-secondary education and training may be substituted for up to two (2) years of work experience.

Special Licensing and Other Requirements

- Valid driver's license.
- This position requires that employee shall be bondable during employment.

Special Knowledge, Skills and Abilities

- Knowledge of basic modern accounting procedures.
- Knowledge of basic principles of municipal finances.
- Knowledge of modern office practices, procedure and equipment.
- Knowledge of computer technology with ability to learn and utilize necessary computer software programs.
- Knowledge of state and local statutory/regulatory requirements pertaining to the development and preservation of City Commission minutes and records.
- Must have effective written and verbal communication skills.
- Ability to establish and maintain effective working relations with employees, governmental officials and the general public.
- Ability to maintain important records efficiently and accurately and to prepare clear and concise reports from information.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this classification. It may not contain a comprehensive

inventory of all duties, responsibilities, and qualifications required of employees to do this job.

Employee Signature

Date

Supervisor Signature

Date

Executive Authority Signature

Date