

Multi-Clerk Position

General Statement of Duties

This is a full-time position working in the City's administrative office under the direction of the City Clerk. Performs a wide variety of clerical duties including using the Qualified Voter File, building department support, event planning activities and social media postings.

Typical Job Functions

An employee in this position may be called upon to do any or all of the following job functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each typical function satisfactorily.

Building Clerk

- Manages the permitting process for the department as well as special event and temporary merchant permits
- BS &A experience a plus
- Supports the building official
- Serves as planning commission secretary
 - Prepares the meeting packets
 - Attends the meeting and takes the minutes
 - Creates and publishes all public notices
- Serves as zoning board of appeals secretary
 - Prepares the meeting packets
 - Attends the meetings and takes the minutes
 - Creates and publishes all public notices

Clerk Assistant

- Assists with voter registration
- Assists with election preparations and administration as needed
- General department clerical support as needed

Community Coordinator

- Serves as social media coordinator managing the process of posting information to City's Facebook page.
- Works with City Administration team to support city sponsored community events such as the Santa Parade and the annual awards dinner.
- Works with City Administration team to create and implement community outreach programs

Required Knowledge, Skills, Abilities and Minimum Qualifications

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the

position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- High school diploma supplemented by additional courses in business and computers.
- Certified social media coordinator or administrative assistant preferred.
- Ability to use all office equipment and the ability to perform typical tasks involved in a business office.
- Ability to establish and maintain good working relationships with the public, vendors and other employees.
- Ability to prepare and maintain accurate records.
- Must be computer literate. Ability to use Windows and Microsoft Office preferred.
- Must have ability to learn department specific software.
- Ability to read, write and speak in English. Be able to prepare documents, letters, correspondence, records and reports using correct grammar. Ability to participate in discussion and give instructions that can be understood by those listening.
- Minimum listening ability. Ability to hear customers, staff and others so that you can respond to their questions or instructions.
- All departmental clerks are required to be cross-trained with each other.

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the 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 talk and hear. The employee is frequently required to walk, sit, use hands to finger, handle, or feel and reach with hands and arms. The employee must frequently lift and/or move lightweight items. Ability to move freely about the office from one workstation to another. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

The City of Algonac does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provisions of service.

This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.