



Job Announcement

Position: City Clerk
Department: City Manager's Office
Starting Salary: \$45,000
Date: 11/04/2022

General Nature of Work:

Serves as official custodian of the City seal and records, contracts, minutes, and other official documentation of the City of Moultrie; sets up and maintains diversified filing and retrieval system; conducts records maintenance activities; attends all City Council meetings and records, transcribes, and prepares official minutes of City Council meetings, committee meetings, and other public meetings. Publishes /post public notices as required; notifies media of meetings/events as appropriate. Prepares resolutions and proclamations; responds to Open Records Requests; administers Ethics in Government Act Regulations and Financial Disclosure for Elected Officials and Candidates for Elected Office; serves as Qualifying Officer for City Elections; processes alcoholic beverage applications. Maintains city cemetery records; coordinates with City Attorney; works closely with Department Heads; monitors status grants, state/federal appropriations, and other funding. Maintains comprehensive, current knowledge of applicable laws/regulations; attends workshops and training sessions as needed. Operates a variety of office and computer equipment. Receives moderate supervision from the City Manager and expected to work independently

Training and Experience:

Must have exceptional ability to communicate effectively and in a courteous manner with the public, directly and indirectly; establish and maintain effective working relationship with co-workers; possess working knowledge of all city departmental functions and city policies/procedures; handle cashier duties with accuracy; must be flexible and handle multiple tasks; good oral/written skills; must be proficient in general office duties and computer programs. Must be able to obtain Certification as Certified Municipal Clerk through the University of Georgia Continuing Education Program and maintain certification through 12 hours continuing education each year. High school diploma/GED certificate required. Associate's degree preferred. Should have five (5) to seven (7) years related experience; and possess a valid driver's license.

All applicants must submit a resume with three (3) professional references to the Human Resources Department to indicate their interest.