

## POSITION DESCRIPTION

**Title:** Administrative Assistant/ City Clerk

**Job Class:** Full-time

**Reports to:** City Manager

**General Position Description:** Fulfills the duties of City Clerk as outlined in Alaska Statutes Title 29, acts as receptionist for the City offices and assists the City Manager as needed.

### **Specific Duties and Responsibilities:**

- Serves as City Secretary, answers phone, type's correspondence, maintains files and runs errands for the City.
- Acts as City Clerk manages City records, types City Council minutes, maintains City Ordinances and Resolutions, and assists with the preparation and posting of the Agenda and other notices in compliance with public notice requirements.
- Responsible for conducting City Elections.
- Maintains appropriate confidentiality of City records and information.
- Acts as Notary Public.
- Assists the City Manager and/or other City Staff when directed by the Manager to do so. The Manager will consider the Clerks current workload before assigning additional duties.

### **Qualifications:**

High School Diploma or GED and one year of relevant work experience. Must have computer skills with computer hardware and software systems and operations. Should have strong oral and written communication skills, as they converse and interact with diverse public as well as public officials, local business owners, and elected officials

### **Characteristics:**

Maintains a friendly attitude with other city employees and the public, able to comply with City Ordinances and State Statutes and is able to work independently.

**Salary: DOE**

Please Apply at the City Hall

**CLOSING DATE: Thursday August 6, 2020 @ 4:00PM**