



CITY OF BYRAM

Job Description

Job Title: Deputy City Clerk
Department: Administration
Reports To: City Clerk
FLSA Status: Non-Exempt

Supervises Others? _____ Yes _____ ☒ No

POSITION SUMMARY

This is technical and specialized clerical work in the activities of the office of the City Clerk. The incumbent in this position is responsible for serving as Deputy Clerk of the City of Byram, and assisting in publishing legal ads, filing, indexing, and safekeeping the Mayor and Board of Aldermen proceedings documentation. The scope and responsibility of the Deputy City Clerk also includes acting as the official purchasing agent of the City. Work is performed under the general direction of the City Clerk and is evaluated by the manner in which the objectives of the City are served.

ESSENTIAL FUNCTIONS

THE ESSENTIAL FUNCTIONS INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING DUTIES. THOSE THAT ARE LISTED UNDER THE EXAMPLES OF WORK ARE NOT ALL INCLUSIVE. THEY ARE EXAMPLES ONLY AND MAY BE AMENDED OR ADDED TO AS NEEDED BY THE CITY OF BYRAM.

- Assists in recording and certifying all ordinances and resolutions;
- Assists in implementing established policy;
- Maintains official city documents and records;
- Attends meetings of the Mayor and Board of Aldermen in the absence of the City Clerk;
- Prepares agendas and minutes;
- Participates in keeping records of proceedings of the Mayor and Board of Aldermen, such as orders, ordinances and resolutions;
- Helps provide official notice of Board of Aldermen business transactions;
- Participates in the activities of Municipal elections;
- Assists in developing and documenting municipal policies and procedures
- Reviews varied types of revenue preparation and distribution of claim dockets, and purchase orders;
- Maintains the official asset list and prepares documentation of the removal of assets for the Mayor and Board of Aldermen;
- Examines purchase requisitions and orders for proper coding and purchasing policy implementation;
- Advertises and directs official bid openings;
- Maintains official bid files;
- Oversees proper record retention for the City Clerk's Office;

- Processes liability/property insurance claims;
- Assists other departments as assigned by City Clerk and/or Mayor;
- Attends meetings as assigned by City Clerk and/or Mayor;
- Assists in additional tasks as instructed by City Clerk and/or Mayor.

SUPERVISORY RESPONSIBILITIES

No supervisory responsibilities are required.

INCUMBENT PERFORMS OTHER JOB-RELATED TASKS AS ASSIGNED AND REQUIRED; ANY DUTIES/TASKS INCLUDED IN THE EMPLOYEE'S PERFORMANCE EVALUATION ELEMENTS ARE ESSENTIAL TO THAT EMPLOYEE'S POSITION WITHIN THE JOB CLASSIFICATION.

MINIMUM QUALIFICATIONS

If a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position.

EDUCATION AND/OR EXPERIENCE

College graduate or equivalent, i.e., A.D. and Deputy Municipal Clerk-Collector or Municipal Clerk-Collector Certification

AND/OR

Two (2) years full-time work experience in a Municipal Clerk's or Financial Office of a progressively responsible nature in difficult office work.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS

- Knowledge of the modern principles of organization, personnel administration and management;
- Knowledge of organizational structure and administrative procedures of City government; and federal, state and local laws applicable to government accounting;
- Knowledge of occupational hazards involved in the work and the safety precautions for safe performance of the job;
- Knowledge of administrative techniques related to purchasing;
- Knowledge of City ordinances, regulations, charter provisions and state laws as they pertain to the City;
- Knowledge of the organization structure and administrative procedure of City government;
- Ability to establish and maintain effective working relations; to express ideas clearly and concisely, orally and in writing, to groups, individuals, and in reports;
- Ability to make decisions based on recognized precedent and policies;
- Ability to present ideas effectively, orally and in writing, to groups and individuals;
- Ability to establish and maintain effective working relations as necessitated by the work;
- Ability to learn applicable state codes and regulations.

OTHER REQUIREMENTS

- Must possess a current, valid State driver's license.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive and additional job-related physical demands may be added to these by the City if the need arises. Corrective devices may be used to meet these physical requirements.

- Sedentary work: Will walk, stand and occasionally move light objects found in office environment
- Vision: Requires ability to perceive and discern objects by eye including forms, records, reports, maps, charts, diagrams, etc.
- Speaking/Hearing: Requires ability to give & receive information through speaking & listening
- Motor Coordination: Regularly requires use of fingers and hands to work telephone control board and computer keyboard.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- On occasion, will be expected to travel to any City facility as needed.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

I understand that the duties listed above are intended as illustrations of the various types of work that may be performed and the omission of specific statements of duties does not exclude them from the position.

This Job Description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____ Date: _____

Print Name: _____