



**City of Clinton
Job Announcement
ADMINISTRATION DEPARTMENT
DEPUTY CITY CLERK**

The City of Clinton is currently accepting applications for the position of a full-time Deputy City Clerk for the Administration Department at City Hall.

Required qualifications include a Bachelor's Degree in Business, Public Administration or related field and two years of administrative support in the legal or government sector or a combination of education/training/experience.

Applicants must be non-users of tobacco products and must pass a criminal background check. The selected candidate must reside in the City of Clinton upon employment and be a United States citizen.

Please see the full job description for the Deputy City Clerk for all qualifications and duties. Application packets are available on the City's website and at City Hall, 611 South 3rd Street, Clinton.

The Deputy City Clerk is an hourly, non-exempt position with a salary range of \$18.64/hour - \$23.96/hour. The workweek for the Deputy City Clerk is a 37.5 hour work week. Benefits include: Health/Dental/Life Insurance and the IPERS retirement system.

To apply, please provide the following items no later than Thursday, June 9, 2022 by 4:00 P.M.

- City of Clinton Application for Employment
- Resume

An application packet will be deemed incomplete and not reviewed if all materials are not submitted. These items are to be submitted to:

City of Clinton
Attn: City Clerk
P.O. Box 2958
Clinton, IA 52733-2958

The City of Clinton is an Equal Opportunity Employer.

**CITY OF CLINTON
ADMINISTRATION DEPARTMENT
DEPUTY CITY CLERK
JOB DESCRIPTION**

Under the supervision of the City Clerk, the Deputy City Clerk is a non-exempt position under the FLSA.

Duties & Responsibilities

- Attends Council meetings in Clerk's absence and completes meeting minutes
- Assists with Council agenda preparation
- Attests and signs official documents in Clerk's absence
- Attends and assists with other meetings as assigned and completes agendas and/or meeting minutes
- Assists in maintaining official City records
- Processes records requests
- Processes and issues a variety of City permits and licenses
- Assists with agenda and minute postings for a variety of boards and commissions in compliance with Code requirements
- Other duties as assigned

Skills & Competencies

- Secretarial skills including composing business letters and memoranda; preparing reports; establishing and maintaining records and files
- Professionalism
- Ability to convey information effectively to the public, and other members of the City
- Have and maintain a service focus
- Exceptional writing and editing skills
- Analyze problems and recommend alternative solutions
- Experience reading, interpreting and apply local, State and/or Federal Code and laws
- Work under minimal supervision and perform multiple tasks simultaneously, including dealing with the public and handling complaints
- Organizational skills
- Microsoft Office Skills and knowledge of modern office equipment

Typical Qualifications

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Bachelor’s Degree in Business, Public Administration, or related field and two years of experience, or a combination of education and experience.

Certification from the Municipal City Clerk’s Institute is preferred within 2 years of employment.

Experience:

Two years of administrative support in the legal or government sector

Licenses, Certification and Other Requirements

Valid State issued Driver's License

Residency Requirement

Must reside within the municipal limits of the city. This residency requirement is a condition of full-time employment with the City of Clinton.

Other Requirements:

Non-user of tobacco products.

Compliant with the Smoke Free Air Act.

Supplemental Information:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities.

Environment: Work is primarily performed in a standard office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical: While performing the duties of this job, the employee is regularly required to sit; stand; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee occasionally is required to walk, run, stand; climb or balance; twist; and stoop and kneel, and crouch. The employee must occasionally lift and/or push, pull, lift, or carry up to 10 pounds.

Vision: Specific vision abilities required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Hearing: The noise level in the work environment is usually moderate.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.

Signature/Approval

Employee

Date

Supervisor

Date

Department Director

Date



City of Clinton Application for Employment

We consider applicants for all positions without regard to race, color, creed, religion, gender, national origin, age, disability, marital status, or any other legally protected status (EOE).

General Information

Name		Date		
Home Address				
Phone		Email		
Position applying for		Are you a citizen of the United States Yes No		
If no, do you have a valid work permit? Yes No		Are you 18 years or older?		Date you can start
Have you ever been employed or applied for employment with the City? Yes No		If yes, when and what position?		
Do you have relatives employed by the City? Yes No		If yes, Name Position		Relationship
Emergency contact name and phone		Have you ever been convicted of a felony? Yes No		
Education and Training				
High School Graduate or General Education (GED) Test passed?		Yes No		
If no, please list the highest grade completed				
High School, College, Business School, Military (Most recent first)				
Name and Location	Dates Attended Month/Year	Year Graduated	Degree and Year	Major or Subject
Occupational License, Certificate or Registration	Number	Where Issued		Expiration Date
Occupational License, Certificate or Registration	Number	Where Issued		Expiration Date
Languages Read, Written or Spoken Fluently Other than English				

Veteran Information

Branch of Service	Date of Entry	Date of Discharge
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Special Skills

Employment (most recent first)

Dates Employed	Employer	Phone Number
Starting	Address	Hours per week
Ending	Job Title	Number of Employees Supervised
Specific Duties		
Reason for leaving		May we contact this employer?

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References: List information of three people with knowledge of your character, work experience, and skills or ability for the position you are applying for. Do not list relatives.

Name	Telephone	Years Acquainted

All statements made on this application are true and correct. I understand that intentional false statements made on this application will eliminate me from further consideration for employment or will be grounds for dismissal. I authorize the City of Clinton, and all my previous employers, educational institutions, law enforcement agencies, and other organizations named in this application (with the exception of _____) to conduct or participate in an investigation of my personal background, work history, educational credentials and police record as may be necessary to verify the information provided in my employment application and to determine my fitness to hold the position for which I have applied.

Signature of applicant _____

Signature of applicant _____ Date _____