

**104 E. PARALLEL  
CLIFTON, KS  
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cliftonks.citycode.net

### **Position – City Clerk – City of Clifton**

**Summary: This position performs a variety of routine and complex supervisory, clerical and administrative functions that all fit within the operations of City Government. Financial accountability is significant as this position has authority to purchase, is responsible for city resources and prepares the annual budget.**

**Supervision: Mayor and/or City Council.**

#### **Essential Functions**

- **Monitors revenues and expenditures to assure sound fiscal control, prepares the annual budget, assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.**
- **Prepares and processes account payable and accounts receivable as well as necessary monthly and annual reports.**
- **Review the monthly reconciliation for bookkeeping as prepared by Treasurer.**
- **Responsible for utility billing and processing.**
- **Prepares and processes payroll and necessary monthly, quarterly and annual reports.**
- **Manages and supervises assigned operations to achieve goals within available resources**
- **Research items or topics when needed for council. Prepares a variety of reports, studies and related information for decision making purposes.**
- **Performs routine clerical and administrative work in answering phone, receiving the public, providing customer assistance, cashiering and data processing.**
- **Serves as KPERS Agent and processes all reports associated with such.**
- **Contact person for all computer related issues.**
- **Processes records for new employees and the maintenance of those records.**

- If applicable, prepares processes and assist in preparation of bonds and payments associated.
- Serves as custodian of official City records and documents. Performs certification and recording for the City as required on legal documents and other records; seals and attest by signature to ordinances, resolutions and other such documents requiring city certification.
- Files all city records.
- Attends regular and special council meetings. Performs an accurate recording of proceedings, prepares minutes and distributes appropriately.
- Coordinates information between City office, Mayor, Council and other professionals that serve the city.
- Prepares and distributes agendas, materials and recordings of meetings to prepare council for meeting.
- Oversees the codification of ordinances in the municipal code
- Prepares and executes any type of public notice including bids, hearings and legal notices.
- Administers oath of office.
- Administers licenses and permits in accordance with ordinance and regulations.
- Responds to complaints as they pertain to city ordinances.
- Complies and maintains a comprehensive office policy and procedure manual.

**Experience:** One (1) year of related work experience, with administrative responsibility, in an office environment along with two (2) years bookkeeping experience.

**Education:** A minimum of a high school diploma or GED is required. College level courses in finance, accounting, business or office management desirable.

**Knowledge:** Extensive knowledge of office practices and procedures. Modern public administration and thorough knowledge of public records management. Skilled in computer, software and office machine use. Effectively communicate – written and verbally. Ability to plan, organize and supervise and follow through. Clear understanding of accurately maintaining records. Strong understanding of numbers.

**Be a part of good, effective working relationships.  
Courteous to public and co-workers at all times.  
Exhibit good judgment, honesty and professionalism.  
Single person office – must be self-starter, excellent time management skills,  
multi-task and solve problems with own resources.**

**Special Requirements: Must be bondable.  
Valid Driver's License.  
Be fluent in the English language.**

**Other Duties: Attend seminars and workshops to remain current and benefit the  
city's function. Can involve overnight travel.  
Responsible for various types of correspondence.  
Makes reservations as needed for meetings, seminars and such.**

**THE DUTIES LISTED ABOVE ARE INTENDED ONLY AS ILLUSTRATIONS OF THE  
VARIOUS TYPES OF WORK THAT MAY BE PERFORMED. THE OMISSION OF  
SPECIFIC STATEMENTS OF DUTIES DOES NOT EXCLUDE THEM FROM THE  
POSITION IF THE WORK IS SIMILAR, RELATED OR A LOGICAL ASSIGNMENT  
TO THE POSITION.**

**This job description is subject to change by the employer as the needs of the employer and  
requirements of the job change.**

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**Employee Signature**

**Date**

**Adopted 12/30/2013 per minutes**