

City of Salem
CLASS SPECIFICATION

CLASS. TITLE:	City Recorder	CLASS. CODE: 0056
DEPARTMENT:	Legal Department	FLSA: E
REPORTS TO:	City Attorney	DATE: 7/1/2002

Job Summary:

Manages the city-wide records management program; prepares the City Council agenda; records and transcribes minutes of City Council and Housing Authority meetings; records, maintains, and destroys official City records; and acts as municipal elections official; and prepares related correspondence.

Essential Job Functions

(All functions may not be performed by all incumbents.)

1. Prepares and assembles docket agendas, Council agendas and additions agendas; accurately places reports in the proper categories and indicates the appropriate action being requested of Council.
2. Attends Council meetings; records motions and votes of Council verbatim; and includes an accurate summation of pertinent discussion.
3. Transcribes Council minutes into permanent written record, following established format accurately and timely.
4. Dates, numbers, and signs all approved ordinances, resolutions, and liquor licenses; disperses to appropriate entities.
5. Supervises staff; plans and schedules work, makes hiring and termination decisions, evaluates performance, approves leave, and determines work procedures within the Recorder's office.
6. Serves as City Elections Official; prepares Candidate's handbook biennially to assist all candidates for City office.
7. Maintains up-to-date State and City elections statutes, time lines, bond measures, initiatives, referendums and referrals in order to accurately and timely conduct the elections for City officials.
8. Updates the rules of Council and the Council Policy manual as changes are made; concurrently, updates the web page for these items.
9. Certifies official City documents as to authenticity for staff, other jurisdictions or citizens, with appropriate verification.
10. Attests the City Manager's or the Mayor's original signatures on official documents, and applies the City Seal as appropriate.
11. Notifies all new Councilors, Planning Commission members and staff of the filing requirements for the State Ethics Commission; annually completes the ethics document filing for the City with the State Ethics Commission.
12. Acts as Records Manager and City Archivist; stays familiar with the State regulations regarding records retention and destruction.
13. Educates and assists department Records management representatives in managing their record retention.
14. Prepares and/or directs preparation of all legal notices for public hearings before the Council; stays conversant with State statutes and City codes for time lines and content of all public hearing notices, as well as for the parties to whom the notice is provided. Absolute accuracy is required.
15. Presents calendar of all upcoming public hearings and work sessions before the Council and provides the calendar to department heads and management staff.
16. Maintains a computer-based index for all ordinances, resolutions, deeds, easements and agreements for efficient research and retrieval.

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17. Maintains historic and current records relating to each Mayor, Councilor and Municipal Judge as to their position, dates in office, address and, if known, employment.
18. Announces and attends executive sessions of the Council and prepares written minutes for each session.

Important Job Functions

1. Attends other meetings and various training seminars and conferences as required.
2. Authorizes expenditures up to a budgeted amount if a blanket purchase order is prepared.
3. Provides research, upon request, of Council records.
4. Performs other duties as required by supervisor.

MATERIAL AND EQUIPMENT USED:

- Desktop computer
- Calculator
- Audio recording system
- Microfilm printer/reader
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Associate's degree from an accredited college or university in business administration, public administration or a related fields; and,
Four (4) to five (5) years of experience in a related field; or,
Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

License(s) and Certification(s):

- Municipal Clerk Certification is desirable.
- Records Manager Certification is desirable.
- Notary Public Commission is desirable.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Various City departments and their functions in order to properly refer citizens needing assistance.
- State requirements governing executive sessions of Council.
- Proper minute taking techniques.
- State and local election laws.
- State statutes regarding records management requirements.
- Appropriate grammar and punctuation.
- Some aspects of Roberts Rules of Order.
- City Council policies, procedures and rules.
- Both Marion and Polk Counties' requirements for recordation of legal documents.
- Contemporary office practices and procedures and basic office software products.

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Ability to:

- Communicate effectively verbally and in writing to a wide range of individuals.
- Type (keyboard) for extended periods of time (4 to 6) hours with minimal rest breaks (5 to 10 minutes).
- Maintain absolute confidentiality.
- Listen, process mentally and type discussion without getting behind during Council meetings for extended periods of time.
- Multi-task without losing stride or concentration.
- Supervise support staff.
- Work independently and make decisions with minimal supervision.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Maintain required work hours and attendance.

Physically able to:

- Sit, keyboard, write, hear and speak for extended periods.
- Bend, kneel, or stoop.
- Lift up to 20 pounds daily.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.