



CITY OF RIO COMMUNITIES JOB DESCRIPTION

Position: Assistant to the Municipal Clerk

Status: Non-Exempt

Class Characteristics:

The Assistant to the Municipal Clerk is a single position class responsible for assisting the Municipal Clerk in administration of the Municipal Clerk Department operations. As experience is gained, assignments will become more varied and provide an opportunity to learn the various functions of the Municipal Clerk Department. It is distinguished from the Municipal Clerk, in that the Municipal Clerk is primarily responsible for the day-to-day management of the operations and supervision of staff as well in that the Municipal Clerk has overall responsibility for the department. The incumbent is accountable for accomplishing goals and objectives for the office and for furthering City goals and objectives within general policy guidelines.

This position will require general supervision, serves as assistant to the Municipal Clerk and provides assistance to the Deputy Clerk. Responsibilities include transcription of the City Council, Commissions, and boards public meeting minutes, answering phones, filing, processing payments, and receiving visitors.

The successful candidate must have high energy and be willing to learn. This position may require working with elected officials, the general public, other staff, and volunteers.

Typical Functions:

- Knowledge of computer software such as Word, Excel, Outlook, performs transcription of minutes, processing of payments and filing.
- Ability to communicate effectively orally and in writing with the public, employees, and elected officials. Must be able to handle situations involving conflict with tact and good judgment.

Non-Essential Duties:

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.

Minimum Qualifications:

- High school diploma or equivalent.
- Have two (2) years of increasingly responsible secretarial experience with varied clerical and public contact.
- Thorough knowledge of clerical duties and knowledge of office equipment, to include software applications (Word, Excel, Access, etc.)
- Able to perform work functions with general or little supervision.



- The Assistant to the Municipal Clerk shall have immediate knowledge of the NM Open Meetings Act and Inspection of Public Records Act and Freedom of Information Act. A working knowledge of Robert's Rules of Order is of benefit.
- An equivalent combination of education and experience.
- Good oral and written communication skills.

Supervision:

Duties are performed under the direct day-to-day supervision and administration of the Municipal Clerk. Independence of action is stressed in general performance of duties. The Assistant to the Municipal Clerk is subject to the terms of the City of Rio Communities Personnel Policy.

Physical Demands:

While performing the duties of this position, the employee will be working mainly indoors. The employee may be subject to complaints that could involve disgruntled citizens or situations where bodily injury could take place. The employee is required to communicate both orally and in writing. Employee must be able to reach and manipulate objects, tools, controls, drive, type, and lift up to 20 pounds.

Pre-Employment Requirements:

Must be able to successfully pass a drug screen and background check.

Compensation Type: Hourly position, paid every two weeks.

Exemption Status: Non-Exempt.

Salary:

Starting wage or salary is negotiable within established wage range depending on qualifications, education and training in related fields. Compensation is determined yearly by budgetary process. The Assistant to the Municipal Clerk shall receive the compensation as allowed by the City of Rio Communities Classification and Pay Plan as adopted by the governing body and as amended by said body from time to time or as set in the city budget from time to time.

I have read and received a copy of this job description. I can do the functions listed for the job and meet the minimum qualifications of the job.

Print Employee Name

Employee Signature

Date