

City of Potterville
Job Posting
City Clerk-Administration

Position Availability: Position Open Until Filled

Date Open: September 12, 2018

Supervised By: City Council

Supervises: Election Workers

Position Summary: This position performs all the Clerk's functions designated by Charter and State Law. Functions as the City's Chief Accountant, maintains general ledger and reconciles accounts. Prepares for and oversee elections; maintains voter registration records. Keeps minutes of the City Council meeting and maintains official records of the City. This is a high-profile position which must present a positive image to the public. Rate \$16.82-\$21.00 depending on qualifications. Health insurance and Benefit package applies.

Essential Job Function:

Requirements include the following:

- Must be high school graduate. Minimum educational attainment of two years of specialized training preferred, college, or comparable level of knowledge gained through experience and training.
- Minimum of three years of closely related experience.
- Basic knowledge of the structure of municipal government.
- Knowledge of modern office practice, procedures and equipment
- Skill in operating basic office equipment, including photocopier, fax, calculator, and computers.
- Ability to use word processing, financial and specialized programs. Ability to troubleshoot problems.
- Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with other employees, elected officials and the public.
- Ability to maintain accuracy and attention to detail.
- Basic bookkeeping
- Ability to take initiative, work independently, prioritize demands, use common sense, and follow and interpret complex written and oral instructions.
- Considerable knowledge of elections laws, voter registration, and city financial functions.
- Good knowledge of City Charter, ordinances and policies
- Skill in preparing, updating and maintaining a variety of records and documents.

Send applications to:

Acting City Manager/ City Council: 319 N. Nelson, Potterville, MI, 48876