

## **Caldwell City Clerk - Job Description**

**Records Management:** Maintain and organize official records, including financial documents, contracts, and other city records, in accordance with state and local guidelines.

**Office Tasks:** Clerical duties such as basic office management, answering phones, responding to public inquiries, compiling data and reports as requested. Monthly Bank Reconciliation, Accounts Payable Processing, Manages rentals of City owned properties. Assists City Administrator with various tasks and projects as requested  
Admin support for department heads

**Public Records Requests:** Process public records requests from residents and outside parties, ensuring timely responses and adherence to applicable laws regarding information disclosure.

**Licensing and Permits:** Manage the issuance of various licenses and permits, such as business licenses, building permits, alcohol licenses, and dog licenses, and maintain accurate records related to these activities.

**Municipal Code Maintenance:** Update and maintain the municipal code by incorporating changes, amendments, and new ordinances as directed by the city Commission.

**Grant Management:** Research and identify grant opportunities, assist in grant applications, and ensure compliance with grant reporting and documentation requirements.

**Collaborative Efforts:** Collaborate with other city departments, agencies, and organizations to support community initiatives, projects, and events.

**Professional Development:** Stay informed about relevant laws, regulations, and best practices related to city governance, attending training programs and conferences as necessary.

As a City Clerk in a small office, this is not an exhaustive list of duties expected, but a brief overview of the majority of major duties and responsibilities. Cross training with the Utility Clerk will also be expected.

### **SKILLS & REQUIREMENTS**

The ability to operate office machines & computers is a must

The ability to tactfully and respectfully address and handle the public

Must be able to work without supervision and establish an effective working relationship with other department heads as well as with all employees.

Must be able to effectively deal with customer concerns and complaints about utility bills as well as complaints from citizens regarding community issues.

Must be able to learn, retain, and fluently express policies & processes

### **Physical Requirements**

Verbal Communication with the public is a necessity to visually oversall all records reports etc  
Work is performed in a standard office environment, you may be required to bend, reach, stoop and lift objects.

Respectable attire is expected.

***Pre Employment Drug Screening & Background Check will be performed***

