



EMPLOYMENT OPPORTUNITY ASSISTANT CITY RECORDER/COURT CLERK

The City of Manzanita is looking for a full time Assistant City Recorder/Court Clerk to join our team. The position provides essential support to the City Administration, City Council and other committees and commissions. The position also serves as the clerk of the City's Municipal Court and provides essential back up to the Accounting Manager. The Assistant City Recorder manages all permanent public records, ensures accurate recordkeeping of the city's government activities and maintains the city archives.

The ideal team member has strong organizational and computer skills, excellent customer service skills, can think outside of the box, and brings a collaborative and problem-solving ethic to their work.

Minimum requirements include a high school diploma and at least three years of related experience or any satisfactory combination of education and experience which ensures the ability to perform the essential functions of the position. Law Enforcement Data System (LEDS) certification required within 90 days of hire. A valid Oregon driver license and proof of acceptable driving record may be required. Certified Municipal Clerk is preferred.

Salary Range for the position is currently \$4,284 to \$5,208 monthly depending on experience, plus excellent benefits.

Please send cover letter, resume, and completed application form to cityhall@ci.manzanita.or.us. Application deadline is July 1, 2022.

Benefits

The City of Manzanita offers a generous benefits package to all regular status employees working at least 24 hours per week. Medical/Dental insurance is effective the first of the month following date of hire with the city paying 94% of the premium.

Retirement

The City participates in the Public Employees Retirement System (PERS). Benefits paid by PERS are funded from two sources:

- Member contributions paid on your behalf by the City (immediately vested); and
- Employer contributions (vested when contributions have been made in each of five calendar years)

Vacation

Paid vacation accrues on a yearly basis as follows:

- 0-4 years - 6.66 hours per month (10 days/year)
- 5-9 years – 8.66 hours per month (13 days/year)
- 10-14 years – 10.66 hours per month (16 days/year)
- 15-19 years – 13.33 hours per month (20 days/year)
- 20 or more years – 16.66 hours (25 days/year)

Vacation leave may be taken after you have completed six months of employment.

Sick Leave Sick leave accrues monthly at a rate of eight (8) hours per each month worked.

Holidays The City recognizes the following paid holidays during the calendar year:

- New Year's Day
- Martin Luther King Birthday
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- The Friday after Thanksgiving
- Christmas Day
- Either day before Christmas (December 24) or day before New Years Day (December 31)
- One floating holiday

Diversity and Inclusion: At the City we understand that a diverse workforce strengthens our organization. We value diversity and support a positive and welcoming environment where all our employees can thrive.

Equal employment opportunity: All qualified persons will be considered for employment without regard to race, color, religion, sex, national origin, age, marital status, familial status, gender identity and expression, sexual orientation, disability for which a reasonable accommodation can be made or any other status protected by law.

Accommodation: Reasonable accommodation is available to anyone whose specific disability prevents them from completing this application or participating in this process. To obtain confidential assistance please contact the City Manager at 503.368.4353.

Veterans' Preference: Under Oregon Law, qualified veterans may be eligible for veterans' preference when applying for positions with the City of Manzanita. If you are a veteran and would like to be considered for a veterans' preference for this job, please attach qualifying documents in the application process

City of Manzanita, Oregon

Position Description

Job Title: Assistant City Recorder

FLSA: Non-Exempt

Supervisor: City Manager

Type: Full-Time

Department: Administration

General Statement of Responsibilities

Serves as chief custodian of citywide permanent public records, ensuring accurate recordkeeping of the city's government activities and maintenance of city archives. Serves as municipal court clerk and provides backup to certain city functions. May provide support to city council, assigned committees and commissions, and the city manager.

Supervision Received

Works under the supervision of the City Manager. Receives lead direction from the Municipal Court Judge, depending on assignment.

Supervision Exercised

Supervision of others is not a typical function assigned to this position. May provide training and orientation to newly assigned personnel, and may assign work to temporary workers.

Examples of Duties - Essential Functions

1. Oversees, manages, and maintains official city records of proceedings for all city council meetings, planning commission meetings, and other city committees/commissions as assigned.
2. Maintains city ordinances, resolutions, contracts, solicitations, agreements, deeds, reports, municipal court records, and election records; ensures records are current, accurate, and accessible in accordance with public records requirements.
3. Ensures compliance with public records requirements including notice, recordkeeping, retention, and access to records.
4. Serves as records liaison to all city departments, city officials, agencies, and the public; responds to and facilitates responses to both internal and external requests for public records.
5. Maintains all city records and archives; digitizes all permanent records; oversees and ensures the city's transition to digital records retention; develops and maintains electronic records and archive system.
6. Prepares agenda for City Council meetings, at the direction of the City Manager; coordinates council meetings including tracking status of agenda items, preparing materials related to agenda items, and following up to ensure submission of required meeting materials; drafts meeting minutes; maintains meeting schedules.
7. Coordinates physical and/or technological meeting venues, ensuring appropriate access and compliance with public meeting laws including provision for remote participation.

8. Provides back up support to the city's finance officer by processing payroll and/or accounts payable, running reports, and performing other duties as needed.
9. Serves as the city's municipal court clerk by receiving, reviewing, and processing all court documents, records, forms, fines, and fees. Maintains court records system, prepares court correspondence, monitors compliance with payment plans, and attends court proceedings. Compiles court related data, statistics and information for reports and presentations as required/requested.
10. Prepares various documents related to court proceedings including court docket sheets, money judgments, court slips, diversion forms, abeyance and compliance agreements, and payment plans.
11. Submits court related information to appropriate agencies including, but not limited to, the department of motor vehicles, department of revenue, and/or collection agencies.
12. Provides back up administrative support to various city departments, as assigned.
13. Follows all safety rules and procedures for work areas.
14. Maintains effective and cooperative working relationships with those encountered in the performance of duties including employees, elected officials, other organizations, and the public.
15. Performs other related duties as assigned.

Screening Criteria

Education and Experience:

- A High School Diploma or equivalent, supplemented by additional training or coursework;
- AND Three years' experience as an administrative/executive assistant, records clerk, or city clerk;
- OR any satisfactory equivalent combination of education and experience which ensures the ability to perform the essential functions of the position.
- An Associate's Degree is preferred

Special Requirements/Licenses: LEADS certification required within 90 days of hire. A valid Oregon driver license and proof of acceptable driving record may be required. Certified Municipal Clerk is preferred.

Knowledge of: principles, practices, protocols, procedures, and legal requirements governing public records and meetings; retention, archiving, storage, access, and destruction of public records; state, federal, and local laws, rules, procedures codes, and regulations applicable to assigned areas of responsibility; principles, practice, and technology related to digital records retention and maintenance; standard computer and office equipment, applications and practices; municipal court processes and courtroom procedures; basic accounting/bookkeeping principles, procedures, and practices; accurate use of business English, spelling, and punctuation; project and database management principles and practices.

This description covers the most significant essential and auxiliary duties performed by the position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

Skill in: the operation of computer and office equipment and applications, preferably in Microsoft Office Suite® products; effective and accurate verbal and written communication; financial analysis and report preparation; providing excellent customer service, including the skill to diffuse tense and/or stressful interactions; maintaining organization in work tasks, processes and area; performing basic bookkeeping calculations and functions; report development and preparation.

Ability to: maintain a high degree of discretion with regards to confidential and/or sensitive information; analyze data and make decisions related to complex account issues; accurately enter information into computer database systems; follow oral and written instructions; maintain accurate records; work under pressure and meet deadlines while maintaining accuracy; organize and prioritize work; explain established policies/best practices using judgment and diplomacy; communicate effectively, both orally and in writing, using proper grammar and spelling in the English language; establish and maintain effective working relationships with internal and external contacts; attend meetings and trainings as required; work safely in operating equipment and/or performing duties to prevent injury to self and others; successfully complete pre-employment background checks.

Physical Demands of Position: *The physical demands listed below represent those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.*

While performing the duties of this position, the employee is frequently required to sit, stand, walk, reach, bend, see, talk, type, hear, and manipulate objects. The position requires mobility including the ability to lift and/or move materials under 5 lbs. daily and up to 25 pounds occasionally. Manual dexterity and coordination are required for over half of the daily work period (about 75%) which is spent sitting while operating office equipment such as computers, keyboards, 10-key, and telephones. This position requires both verbal and written communication abilities.

Working Conditions: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this position, the employee is primarily working indoors in an office environment. The employee is not exposed to hazardous conditions. The noise level in the work environment is usually moderate and lighting is adequate.

SIGNATURES:

This document has been reviewed by the Supervisor and the Incumbent. I understand that this document is intended to describe the most significant essential and auxiliary duties performed by the job/position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job/position description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

This description covers the most significant essential and auxiliary duties performed by the position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

Incumbent Name

Incumbent Signature

Date

Supervisor Name

Supervisor Signature

Date

Date Created: March 2022

This description covers the most significant essential and auxiliary duties performed by the position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.



CITY OF MANZANITA

P.O. Box 129, Manzanita, OR 97130-0129
Phone (503) 368-5343 | Fax (503) 368-4145 | TTY Dial 711
ci.manzanita.or.us

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code*

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____



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From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO



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Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____



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Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____