



## **Job Description**

Job Title:	<b>City Clerk/Deputy Recorder</b>		
Department:	<b>Administration</b>		
Location:	<b>Gold Hill, OR</b>		
Reports to:	<b>City Manager</b>	Travel Required:	<b>Yes</b>
Last updated:	<b>01/27/2026</b>		
Direct Reports:	Type of position:  <b>Full-time</b> Part-time  Limited Duration    On-Call  Intern	Hours: <b>40 hours / week</b>	  <b>Exempt</b>  Non-exempt
<b>None</b>			

### **OVERVIEW**

The City Clerk/Deputy Recorder is an appointed position. The position combines statutory responsibility for records, official documents, and elections with advanced administrative support to the City Manager/Recorder. Advancement to the position is by appointment, compliance with the job's qualifications, and a demonstrated ability to organize official proceedings and processes, and develop and maintain complex record management and retention systems.

An employee in this classification performs a variety of routine and complex administrative work. The Deputy City Recorder acts as back up to the City's records and public documents manager and elections officer. Provides routine and complex administrative support to the City Manager, City Council, and City employees.

### **ESSENTIAL JOB FUNCTIONS**

1. Covers for City Recorder in Recorder's absence.
2. Acts as Utility Billing Administrator, providing utility support to include move ins/move outs, utility billing, delinquent accounts reporting and disconnects, meter changes, and other utility related duties as assigned.
3. Communicates with customers, employees, and other individuals to answer questions, disseminate or explain information, take orders and address complaints.
4. Opens, sorts, and routes incoming mail, answers correspondence, and prepares outgoing mail.

5. Answers telephones, directs calls, takes and delivers messages.
6. Attends city council, commission, and committee meetings, study sessions, and workshops as needed.
7. Prepares and distributes city council, committee, and commission agenda packets as needed; facilitates public access to the legislative process in order to ensure compliance with legislative requirements and openness of the decision-making process in absence of City Recorder.
8. Records legislative actions including city ordinances, resolutions and minutes of meetings as directed by City Recorder.
9. Assist with logistical arrangement for meetings of the city council and ensures compliance with state public meeting laws.
10. Assists with maintaining and updating City website.
11. Back up for payroll functions and related payroll tax reports.
12. Collects, counts, and disburses money.
13. Compiles, copies, sorts, and files records of office activities, business transactions, and other activities. Maintains and updates filing, inventory, mailing, and database systems, either manually or using a computer. Assists in maintaining custody of official records and archives.
14. Creates and distributes monthly newsletter to citizens.
15. Inventories and orders materials, supplies, and services.
16. Operates office machines, such as photocopiers and scanners, facsimile machines, voice mail systems and computers.
17. Performs basic bookkeeping and completes banking transactions. Reconciles financial software with banking records.
18. Prepares financial statements; reconciles cash; verifies validity of all purchases.
19. Prepares for review accounts payable and accounts receivable.
20. Processes and prepares documents, such as business or government forms and expense reports.
21. Processes new business licenses requests and renewals.
22. Assists city manager/recorder in processing petitions and preparing required notices and forms for media, County Clerk, and others and arranges for the placement of measures on the ballot and date of elections, in coordination with City Attorney. Assists interested citizens in filing for vacant positions and campaign filings. Collects necessary paperwork and keeps on file. Relates and follows election schedules.
23. Responds to public records requests. Reviews files, records, and other documents to obtain information to respond to requests, which may include permits, land use applications, and lien searches.
24. May serve as Notary Public.

#### **AUXILIARY JOB FUNCTIONS**

Other duties as assigned.

#### **SUPERVISORY RESPONSIBILITIES**

None. May provide training for office staff.

#### **SUPERVISION RECEIVED**

Receives supervision from the City Manager.

## **ACCOMMODATIONS**

The information contained in this job description is in compliance with the Americans with Disabilities Act (ADA). To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The qualification requirements, physical demands, and work environment described in this job description are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job and must not prohibit the employment of a person with disabilities.

## **QUALIFICATION REQUIREMENTS**

### **Education, Training and Experience**

1. Education: Completion of high school or equivalent plus specialized training in office equipment including computers, word processing, and database/spreadsheet software.
2. Experience: A minimum of three (3) years of administrative experience including customer service and executive management support in local government.
3. Substitution: Any satisfactory equivalent combination of education, training, and experience which demonstrates the knowledge, skills, and abilities required to perform the duties of the job.

### **Special Requirements**

1. License: Possession of, or the ability to obtain and retain, an Oregon driver license by the time of appointment, or otherwise have immediate point-to-point transportation available.
2. Vehicle: Possession of, or permanent access to, a personal vehicle.
3. Other: Pass Criminal History Background Check; demonstrate knowledge and proficiency in the use of computer software.

### **Knowledge, Skills and Abilities**

#### Knowledge of:

1. Public record, public meetings and ethics laws to advise city manager, city council, and City staff.
2. Rules of effective English usage and grammar.
3. General office practices and procedures.
4. Operations, policies, and terminology of the assigned department.
5. Basic bookkeeping principles necessary to maintain departmental records.
6. Different filing systems including alphabetical; numerical and chronological.
7. Business telephone etiquette.

#### Related skills:

1. Intermediate skills in Microsoft Word and Excel;
2. Spreadsheet design;
3. Database management;
4. Skills in performing detailed clerical tasks; and,

5. Excellent interpersonal skills with a commitment to delivering high quality customer service in a professional manner.

Ability to:

1. Cope with stressful deadlines and perform multiple tasks simultaneously;
2. Perform accurate data entry with speed and accuracy;
3. Organize and maintain complex office files and record systems;
4. Communicate effectively both orally and in writing;
5. Work as an effective team member and establish and maintain harmonious and cooperative working relationships with staff and a wide variety of people.

**PHYSICAL DEMANDS**

(1) Mobility: frequent sitting for long periods of time; occasional bending or squatting. (2) Lifting: occasionally up to 30 pounds; (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent use of keyboard; frequent repetitive motion; (5) Hearing/Talking: frequent hearing and talking, in person, in public, and on the phone. (6) Emotional/Psychological: constant coworker and/or public contact.

**WORK ENVIRONMENT**

Work is a hybrid environment. Remote work can be approved by the City Manager. Non remote work is performed in a typical office environment utilizing a personal computer and a variety of other office equipment. Travel may be required for training, conferences, and other necessary city-related travel. Overtime may be needed at times. Position may be impacted by periods of extremely heavy workloads; attention to detail and accuracy is important; legal deadlines exist on some jobs; ability to work independently and use good judgment is critical; impact of error can affect employee relations and City liability. Attendance of evening City Council, committees, and Planning Commission meetings (2-3 per month) is required.

**ADDITIONAL INFORMATION**

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the employee in this job. They are not intended to be an exhaustive list of all responsibilities, duties, knowledge skills, or abilities required of the position. The various responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, service levels and management's decision on how to best allocate department resources. Any shift variations, emphasis or rebalancing of duties, responsibilities and/or assignments does not constitute a change in the job classification.