



## ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY CITY CLERK

Pay Range: \$66,229 to \$92,721 DOE/Q plus benefits

FLSA Status: Exempt – not eligible for overtime

New employees usually start at beginning level of pay range.

Candidate of choice must pass pre-employment drug test and criminal background check.

**Training and Experience:** Bachelor's degree in public or business administration, or related field is preferred. Certified Municipal Clerk required; Master Municipal Clerk preferred; Election Certification preferred.

**Essential Duties:** Prepares Council agenda packets and related ordinances and/or resolutions; provides for preparation of minutes of all Council meetings (all types); processes documentation after meetings, including publications as required; obtains signatures on all contracts, resolutions, ordinances; scans the same and maintains City Clerk documents available on OnBase imaging system.

Maintains City records and facilitates public record requests from the public and staff; oversees Citywide Records Management Program assisting departments with records retention/destruction and provides periodic training.

Serves as Elections Officer for the City; receives and processes petitions for candidates, initiative, referendums and recall elections; receives and posts on web all campaign finance forms of political committees; prepares election packets, ballots, publicity pamphlets (when necessary) and coordinates with Yavapai County Elections Department for mail-ballot elections and special elections held in conjunction with statewide elections.

Maintains records on all boards/commission membership including applications and assists with interviews for vacancies; maintains member handbook and provides periodic training for board/commission members.

Receives and processes liquor license applications within the City, obtaining information from Police and posting property as required. Presents applications at Council meetings and forwards Council action to the State.

Maintains the Prescott City Code online, updating as ordinances are adopted; maintains publication of City Charter.

### **Knowledges, Skills, and Other Characteristics:**

Knowledge of Arizona Revised States relative to records management and public records; open meetings; conflict of interest; elections.

Knowledge of public administration principles and practices, including the principles of budgeting, employee supervision and administration.

Knowledge of the Prescott City Code and Charter.

Knowledge of manual and automated filing systems.

Skill in maintaining confidentiality of sensitive information.

Skill in establishing and maintaining effective working relationships with elected officials, department heads, attorneys, respective State offices such as Department of Liquor Control, Secretary of State's Office (including Elections and Records Management), Governor's Office, State Ombudsman's Office, City employees, business and professional groups, media, and the general public.

Skill in communicating effectively, orally and in writing.

Skill in researching, compiling, and preparing reports and related information.

Skill in utilizing computer databases to research, maintain, and update records and files.

Skill in presenting information in a public setting and providing training to groups.

**Physical and Visual Ability:** sufficient to effectively and safely perform required duties and to safely operate required office equipment and city vehicle as needed.

**Hearing and Speaking Ability:** sufficient to clearly, concisely and effectively communicate in person and over the telephone. Applicant must be free from mental disorders which would interfere with performance of duties as described.

**Deadline: Applications must be received by July 13, 2012**

**Send application/resume to:**

City of Prescott, Human Resources, 201 S. Cortez St., Prescott AZ 86303

(928) 777-1284 (928) 777-1347 800-748-6205 TDD (928) 777-1100 Fax: (928) 777-1213

**.Email:** [personnel@prescott-az.gov](mailto:personnel@prescott-az.gov) **Visit our website at** [www.prescott-az.gov](http://www.prescott-az.gov)

EEO/M/F/V/H/D/NSE Posted: June 22, 2012

MAJOR BENEFITS FOR FULL-TIME REGULAR EMPLOYEES: Fourteen (14) days paid time off; Ten paid holidays; Employee Health and Life Insurance; Short Term Disability; Long Term Disability and Retirement benefits; Deferred Compensation Plans; Social Security benefits; other optional benefits. PROBATION: An established probationary period must be satisfactorily served by each employee. NOTE: When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the selection process.