



City of Texarkana, Arkansas Job Announcement

216 WALNUT STREET TEXARKANA, AR 71854
CITYOFTEXARKANAAR.COM - 870-779-4997 - SKYLAR.KRAUSE@TEXARKANAAR.GOV

DEPUTY CITY CLERK (FULL-TIME)

SCOPE OF RESPONSIBILITIES:

This is a non-exempt position that assists the City Clerk in providing support services to the Board of Directors and City Manager; performs various administrative, secretarial and clerical tasks. Work involves considerable public contact, both by phone and in person.

SUMMARY OF ESSENTIAL DUTIES:

- Types and/or assembles agenda packets for City Board of Directors meetings, and distributes the materials to Directors, staff, media, and any other appropriate parties.
- Types a wide variety of reports and correspondence including, but not limited to, minutes and agenda of meetings, and confidential materials.
- Establishes and maintains various filing systems, including the official records of the City Clerk.
- In the absence of the City Clerk, attends Board of Directors and various other board/commission/committee meetings, taking minutes and recording votes.
- In the absence of the City Clerk, may attest and affix City seal to documents.
- Following Board of Directors meetings, distributes copies of resolutions and ordinances to appropriate parties.
- Types Board of Directors ordinances, resolutions, and minutes. Following adoption or approval, transfers documents to permanent record books.
- Operates computer, word processor, typewriter, adding machine, and other standard office equipment.
- Performs miscellaneous clerical duties such as filing, departmental billing, agenda preparation, etc.
- Provides information to callers and visitors regarding various city departments, and county and state agencies.
- Researches state laws and local ordinances as requested.
- Communicates with citizens and other City employees telephonically or face-to-face necessary information regarding complaints, policies, and other concerns.
- Indexes Board of Director's actions in chronological and subject filing systems.
- Updates agenda plan and City web pages periodically.
- Creates a wide variety of forms, reports, and calendars for the Board of Directors and City Manager.
- Performs other duties as requested.

MINIMUM QUALIFICATIONS:

- High school diploma with training in office procedures.
- Two years secretarial experience.
- Ability to communicate courteously with the public.
- Knowledge of proper office and telephone etiquette, especially in providing information, and receiving and referring complaints.
- Knowledge of modern office procedures and ability to effectively use computer and other office machines.
- Ability to maintain subject filing system; transfer information accurately by telephone and face-to face; use four basic math operations (addition, subtraction, division, and multiplication).
- Must be able to type on a keyboard effectively 50 words per minute.

WORKING CONDITIONS:

- Work is typically indoors and of a confined nature.
- Must be able to tactfully handle citizens.
- Must have clear, distinct voice and ability to communicate telephonically and in person with public.
- Conducts research in minutes, ordinance, and resolution records which are bound volumes weighting approximately 25 lbs. Use of books involves lifting, carrying, pushing, and pulling as well as using step ladder to reach some records.

SALARY RANGE: \$40,310.40

Applications and resumes will be accepted until the position is filled. Applications and resumes may also be faxed to (870)330-0059; emailed to ar-employment@txkusa.org; or be filled out online at https://texarkanaar.gov/departments/human_resources/employment_opportunities.php. The City of Texarkana, Arkansas is an Equal Opportunity Employer and provides all applicants and employees equal opportunity without regard to race, color, sex, religion, national origin, age, marital or veteran status, or any other legally protected status.