

## CITY CHAMBERLAIN

### DISTINGUISHING FEATURES OF THE CLASS:

This is an appointed position in which responsibility is placed for the official administration and keeping of city records. Responsibility is also present for keeping office accounts, administering and filing oaths of office, attending Common Council meetings and keeping records of all legislation and action. General supervision is received from the City Manager. Supervision is exercised over subordinate clerical personnel.

### TYPICAL WORK ACTIVITIES:

1. Prepares weekly, monthly, and year end reports;
2. Balances office accounts and records and makes bank deposits;
3. Receives moneys for license and other fees;
4. Prepares budget for office;
5. Orders election supplies, makes Polling Place arrangements and delivers absentee ballots;
6. Administers and files oaths of office, issuing certificates of appointment;
7. Attends Common Council meetings and keeps records of all legislation and action;
8. Compiles Common Council agenda and distributes as necessary;
9. Posts legal notices, files local laws, and advertises public hearings;
10. Dispenses information regarding Charter Laws, ordinances, and Common Council activities.
11. Does related work as required.

### FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern office practices, procedures and terminology; good knowledge of business arithmetic and English; ability to supervise the work of others; ability to communicate effectively both orally and in writing; initiative, tact; courtesy; physical condition commensurate with the demands of the position.

### MINIMUM QUALIFICATIONS:

This is an appointed position, no specific training and experience is required.

AM2102

ADOPTED: 05/15/75

REVISED: 03/22/96