

POSITION DESCRIPTION

CITY CLERK	
Hiring Pay: \$41,259-\$50,233 Annually	Pay Grade: 7
Obligation: Full-Time	FLSA Status: Exempt
Department: Administration	Job Group: Administration

JOB SUMMARY

Under general guidance of the City Administrator, the City Clerk performs the role of official record keeper for the City. Maintains a journal of Board of Aldermen proceedings, authenticates by signature all contracts, ordinances and resolutions; records and maintains official City documents, oversees city-wide records management program; responsible for coordinating municipal elections and providing general assistance to the public.

Serves as the assistant to the Board of Aldermen. Develops Board of Aldermen agendas and coordinates the review of agenda items such as memos, ordinances, and resolutions for agendas.

ESSENTIAL FUNCTIONS

- Serves as custodian of official City records and public documents; performs certification and recording for the City as required on legal documents and other records requiring such certification; seals and attests by signature to ordinances, resolutions and contracts, easements, deeds, bonds or other documents requiring city certification.
- Attends and takes minutes of all Board of Aldermen meetings. Prepares and distributes agendas and packets; records, prepares, maintains minutes of meetings and distributes these and all follow-up to appropriate officials, staff and public.
- Assists public with inquiries. Disseminates information about city policies and activities to citizens, and furnishes the public with information on city ordinances. Responsible for correct and timely responses to open records requests throughout City departments.
- Provides confidential administrative support to the City Administrator, Mayor and Board of Aldermen. Understands the confidential nature of the work and the sensitive political atmosphere.
- Assists City Administrator and other staff with project related assignments, including preparation of the annual budget, research, reports and scheduling.
- Performs special assignments as required, including researching and preparing reports, developing and implementation of programs. These may include city visioning/planning programs, community activities and Board and administrative employee activities.

-
- Schedules and confirms meeting arrangements as directed by the City Administrator, Mayor or Board of Aldermen. Coordinates meetings and other city-related functions.
 - Registers members of the public to vote.
 - Administers official oaths of office to elected officials, board/commission members and certain City employees.
 - Oversees and coordinates municipal elections. Accepts candidate filings, prepares and forwards certification to election board, prepares/proofs legal notices, monitors candidate compliance with ethics and election laws and implements elections' procedural changes mandated by statutes. Coordinates special elections such as bond and sales tax elections.
 - Plans, organizes and provides public notice of all hearings and meetings and ensures all meeting notices are posted publicly, as required by State law.
 - Develops and implements policies and procedures to ensure efficient and effective operation of the City Clerk's office.
 - Oversees City's filing system for original and official records. Responds to requests for information from the Mayor, Board of Aldermen, staff and public.
 - Responsible for codification of the Code of Ordinances for the City.
 - Coordinates the process for various licenses, including liquor licenses, occupational licenses, and peddler's licenses.
 - Performs all other related duties as assigned by law, by ordinance or by the City Administrator.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- The principles and practices of modern public administration
- City, state and federal regulations as it pertains to fourth class cities in the state of Missouri
- Missouri Sunshine Law
- Office practices and procedures

Ability to:

- Handle multiple tasks and meet deadlines
- Accurately maintain records
- Communicate effectively verbally and in writing
- Maintain organized work area
- Establish and maintain effective working relationships with fellow employees, elected officials and the public

Skills in:

- Microsoft Office Suite
- Writing; including knowledge of grammar, spelling and punctuation

SUPERVISION RECEIVED

- The work is performed under the supervision and management of the City Administrator

SUPERVISION EXERCISED

- None

MINIMUM QUALIFICATIONS

- One (1) to two (2) years of office administration or clerical experience
- Must be a resident of Grain Valley at appointment
- High school diploma or equivalent
- State Notary Commission or ability to obtain
- State Clerk Certifications or ability to obtain
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work

PREFERRED QUALIFICATIONS

- Bachelor's degree or equivalent experience
- Two (2) to four (4) years' experience in municipal office work
- One (1) to two (2) years in city clerk office

WORK ENVIRONMENT

- The primary duties of this class are performed in a general office environment

ESSENTIAL PHYSICAL ABILITIES

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on the telephone and in person
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and review, evaluate and prepare a variety of written/typed documents and text materials
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment and personal computer
- Sufficient personal mobility, flexibility, and physical reflexes, with or without reasonable accommodation, which permits the employee to lift up to 20 pounds, to sit and work at a keyboard for an extended period of time, and work in an office environment



Human Resources Department
711 Main Street
(816) 847-6210
(816) 847-6202
www.cityofgrainvalley.org

BACKGROUND CHECK AND DRUG/ALCOHOL SCREEN CONDUCTED PRIOR TO APPOINTMENT

It is the City of Grain Valley's policy to provide equal employment opportunities to all employees and applicants for employment without regard to an individual's ethnicity, race, color, creed, gender, age, veteran status, physical disability, national origin, sexual orientation, religion, marital or familial status, genetic information, or any other protected class in accordance with applicable laws.

APPROVED:

MAYOR

10.26.16

DATE

CITY ADMINISTRATOR

10/26/2016

DATE

CITY OF GRAIN VALLEY EMPLOYMENT APPLICATION

DEPARTMENT OF HUMAN RESOURCES

711 Main Street
Grain Valley, Missouri 64029

Phone: 816.847.6210

Fax: 816.847.6202

Website: www.cityofgrainvalley.org

NOTICE TO APPLICANTS:

The City of Grain Valley welcomes your employment application. Complete this application carefully and completely. This information will aid in evaluating your qualifications.

All recruitment and selection processes will be conducted in a manner consistent with the City being an equal opportunity employer. The City of Grain Valley will not discriminate against any employee or applicant for employment because of political affiliation, race, national origin, age, sex, religious affiliation, marital status, mental or physical disability (as defined by the Americans with Disabilities Act {ADA}), gender, sexual orientation, veteran status, or any other protected class under State and/or Federal law except where there is a bona fide occupational qualification. Furthermore, the City will take affirmative action to ensure that applicants and employees are treated without regard to these characteristics during the recruitment process or any subsequent appointment with the City of Grain Valley.

All offers of employment are conditional upon successfully passing all appropriate examinations and lab tests which includes a drug and alcohol screen. These examinations are used to determine whether applicants are qualified to perform the essential functions of the position applied for with or without reasonable accommodation. Please note that if you are applying to become a police officer with the Grain Valley Police Department, you will be required to pay the \$25 fee for the required National Police Officer Selection Test.

Employment with the City of Grain Valley is employment "at will". Neither this application nor any other personnel form provided to you constitutes an employment contract.

I HAVE READ & UNDERSTAND THE NOTICE TO APPLICANTS PROVIDED BY THE CITY OF GRAIN VALLEY.

PRINTED NAME OF APPLICANT

SIGNATURE OF APPLICANT

DATE

Human Resources use only:

Received by: _____ Date: _____



CITY OF GRAIN VALLEY
HUMAN RESOURCES DEPARTMENT
Updated (11/2013)

Please Print Clearly in Blue or Black Ink

POSITION APPLYING FOR

PERSONAL INFORMATION

Name:	_____	_____	_____
	<i>Last</i>	<i>First</i>	<i>Middle</i>
Address:	_____		_____
	<i>Street</i>		<i>Apt. Number</i>
	_____	_____	_____
	<i>City</i>	<i>State</i>	<i>Zip</i>
Phone Number:	_____		_____
	<i>Home</i>	<i>Business</i>	<i>Cell/Email/Other</i>

Social Security Number:	_____	
Are you lawfully authorized to work in the United States?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever worked for the City of Grain Valley before?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, reason for leaving?	_____	

How did you hear about the City of Grain Valley's employment opportunities?		
<input type="checkbox"/> Newspaper	<input type="checkbox"/> Friend	
<input type="checkbox"/> City Web Page	<input type="checkbox"/> Organization/Web Page	
<input type="checkbox"/> City Employee	<input type="checkbox"/> Other	_____
Are You Related to a Current City Employee:	Yes No	Employee Name: _____
	(please circle one)	

WORK HISTORY (Include paid and volunteer experience for the past ten years)

Most Recent Employer		
Company/Organization: _____		Telephone: _____
Address: _____ _____		Employed (<i>State Month/Year</i>): From: _____ To: _____
Name of Supervisor: _____	May We Contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	Salary: \$ _____ Per: Hour/Month/Year
Job Title: _____		
List Primary Duties: _____ _____		
Reason for leaving: _____		

Second Most Recent Employer		
Company/Organization: _____		Telephone: _____
Address: _____ _____		Employed (<i>State Month/Year</i>): From: _____ To: _____
Name of Supervisor: _____	May We Contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	Salary: \$ _____ Per: Hour/Month/Year
Job Title: _____		
List Primary Duties: _____ _____		
Reason for leaving: _____		

WORK HISTORY (Continued)

Third Most Recent Employer		
Company/Organization: _____		Telephone: _____
Address: _____ _____		Employed (State Month/Year): From: _____ To: _____
Name of Supervisor:	May We Contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	Salary: \$ _____ Per: Hour/Month/Year
Job Title: _____		
List Primary Duties: _____ _____		
Reason for leaving: _____		

Fourth Most Recent Employer		
Company/Organization: _____		Telephone: _____
Address: _____ _____		Employed (State Month/Year): From: _____ To: _____
Name of Supervisor:	May We Contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	Salary: \$ _____ Per: Hour/Month/Year
Job Title: _____		
List Primary Duties: _____ _____		
Reason for leaving: _____		

EDUCATION

<i>School Name & Location</i>	<i>Years Attended</i>	<i>Graduate (Yes/No)</i>	<i>Degree, Diploma, Certificate (Indicate Which)</i>
High School or GED:			
Vocational, Technical School:			
College or University:			
College or University:			
Other (<i>Skilled trade, academy, etc.</i>):			
Please include academic honors, scholarships, fellowships, memberships in professional and honorary societies, etc.			
_____		_____	
_____		_____	
_____		_____	
_____		_____	

TRAINING, LICENSES, CERTIFICATIONS, PROFESSIONAL DEVELOPMENT, VOLUNTEER EXPERIENCE

List any training, development, volunteer experiences, professional licenses, certificates and registrations pertinent to the position for which you are applying. Include computer training, etc.	
_____	_____
_____	_____
_____	_____
_____	_____
Commercial Drivers License (<i>Yes/No</i>): <input type="checkbox"/> Yes <input type="checkbox"/> No	
Number: _____	State: _____

MILITARY

Please complete this section if you have served in the United States Armed Forces	
Branch Service:	Rank at Discharge:
Describe duties: _____ _____	
Special training: _____ _____ _____	

CRIMINAL CONVICTION

Have you ever been convicted as an adult of a crime that has not been annulled, expunged or sealed by a court? [] Yes [] No
If yes, describe in full. Include disposition of the offense.
<i>*A record of conviction may not necessarily disqualify an applicant from employment.</i>

REFERENCES

List three (3) professionals who can give references of your character, ability and work experience

_____	_____	_____
<i>Name</i>	<i>Relationship</i>	<i>Phone</i>
_____	_____	_____
<i>Name</i>	<i>Relationship</i>	<i>Phone</i>
_____	_____	_____
<i>Name</i>	<i>Relationship</i>	<i>Phone</i>

APPLICANT CERTIFICATION OF INFORMATION

I hereby certify that all answers and statements contained in this City of Grain Valley employment application are true and complete to the best of my knowledge. I understand that any falsified or misleading information statements of fact that are within this document will subject me to disqualification or termination. I further understand that any information that I provide may be investigated.

REQUIRED:

Applicant Signature

Date

IMPORTANT INFORMATION CONCERNING YOUR APPLICATION

Any information about yourself you provide the City of Grain Valley during the application process will be used to identify you as an applicant, distinguish you from all other applicants, enable us to contact you when additional information is required, send you notices and/or schedule you for interviews, determine whether or not your background check may be a job-related consideration affecting your suitability for the position applied for, and assess your qualification for employment with the City.

If you wish to be considered for employment, you are required to provide the information requested in the Employment Application. If you refuse to supply information requested, it may mean that your application will not be considered.

If you are applying to become a police officer with the Grain Valley Police Department, you will be required to pay the \$25 fee associated with taking the National Police Officer Selection Test.

Your name will not be made available to the public unless you are selected to be a finalist for a position.

Other information about yourself that you provide during the application process or during employment with the City is classified as private under state law, except as public here or as listed in Missouri Statutes. The information may not be provided to members of the public except to:

- Persons authorized to have access to the information under state or federal law
- Person authorized by court order to have access to the information
- Persons to whom you consent in writing to have access to the information
- All individuals in the City who need to know the information

Materials submitted in support of an application are normally not returned. You should not submit an original document if it is your only copy.

Please feel free to keep this informational sheet

SUPPLEMENTAL APPLICATION

CITY CLERK

YOU MUST COMPLETE AND RETURN THIS FORM TO BE CONSIDERED AS AN APPLICANT
ATTACH ADDITIONAL PAGES IF NECESSARY

APPLICANT NAME: _____

Minimum Qualifications

1. Do you understand the candidate must be a resident of Grain Valley at appointment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Do you have a High School diploma or equivalent?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Do you have one (1) to two (2) years' experience in office administration or clerical experience?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Do you have State Notary Commission or the ability to obtain?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, ability to obtain; please explain:	
5. Do you have State Clerk Certification	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, please explain the hours, credit, or experience that you have obtained for certification:	
6. Do you have any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work, please explain:	

Preferred Qualifications

7. Do you have Bachelor's degree or equivalent experience?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Do you have two (2) to four (4) years' experience in municipal office work?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Do you have one (1) to two (2) years in city clerk office	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Describe your experience with the following:	
a. Completing multiple processes that are time and detailed sensitive:	

b. Providing confidential administrative support:

c. Establishing and maintaining effective working relationships with fellow employees, elected officials and the public:

I CERTIFY THAT ALL ANSWERS TO THE ABOVE QUESTIONS ARE TRUE AND UNDERSTAND THAT ANY FALSE INFORMATION OR OMISSION OF INFORMATION FROM THIS SUPPLEMENTAL APPLICATION WILL BE CAUSE FOR REJECTION OF THIS APPLICATION OR TERMINATION OF EMPLOYMENT WITHOUT NOTICE OR BENEFITS.

Applicant's Signature

Date

APPLICATION FOR VETERAN'S PREFERENCE POINTS

Subject to the provisions of Missouri Statutes 285.237, preference points are added to the exam results of qualified veterans and spouses of deceased or disabled veterans. The information you provide on this form will be used to determine your eligibility for veteran's preference points. You are not required to supply this information; however, veteran's points cannot be awarded without it.

To be eligible for veteran's preference points you must:

- Be separated under honorable conditions from any branch of the armed forces of the United States after having served on active duty for 181 consecutive days or by reason of disability incurred while on active duty; or
- Be the surviving spouse of a deceased veteran or the spouse of a disabled veteran who, because of a disability, is not able to qualify; and
- Be a citizen of the United States or a resident alien; and
- NOT be receiving or eligible to receive a monthly veteran's pension based exclusively on length of military service.

To claim veteran's preference points, you must supply:

- DD214 Form; and
- Form FL-802 or an equivalent letter from a service retirement board if you are a disabled veteran; and
- Marriage certificate and the veteran's DD214 and FL-802, or the veteran's death certificate if you are the veteran's spouse (if applicable).

If you supply these forms by separate mail, be sure to include your name and the job you are applying for with the City of Grain Valley. **All documents must be received within two (2) days of the job application deadline.**

Are you applying for veteran's bonus points? Yes No

Preference Requested:

Veteran Disabled Veteran
 Spouse of Disabled Veteran Spouse of Deceased Veteran

Position Applying For: _____

Veteran's Name: _____

Period of Active Duty: From _____ to _____ Branch: _____ Service Number: _____

Rank at Discharge: _____ Type of Discharge: _____ Date of Final Discharge: _____

Are you receiving or eligible for a military pension? Yes No

Do you have a compensable service-related disability? Yes No

Documentation to support your application for Veteran's Preference Points is:

Attached Will be Submitted Within Two (2) Business Days of the Job Application Deadline

I hereby certify that all answers and statements contained in this application are true and complete to the best of my knowledge. I understand that any falsified or misleading information statements of fact will subject me to disqualification or termination. I further understand that any information that I provide may be investigated.

Required Applicant Signature: _____ Date: _____

For City Use Only

5 points 10 points



CITY OF GRAIN VALLEY
HUMAN RESOURCES DEPARTMENT
Updated (02/2012)

CITY OF GRAIN VALLEY APPLICANT STREAM SURVEY

The information requested below is entirely voluntary. By answering these questions, you will help the City of Grain Valley ensure equal employment opportunity. Your answers will neither affect your job application nor will they be used to illegally discriminate against you or other applicants. This information will be used to check whether our recruitment efforts are reaching all segments of the community and for affirmative action purposes.

Where do you live? City: _____ State: _____

Title of position you are applying for: _____

About Yourself: *(please check one from each category below)*

Gender

- Female
- Male

Age

- 17 or under
- 18 – 39
- 40 or above

Race/Ethnic Group

- African American
- American Indian
- Asian/Pacific Islander
- Caucasian
- Hispanic
- Other: _____

Do you have a disability? Yes No

How did you learn of this position?

- | | |
|--|--|
| <input type="checkbox"/> News Source | <input type="checkbox"/> The Examiner |
| <input type="checkbox"/> Walk-In (viewed posting at a City building) | <input type="checkbox"/> Marquee Outside City Hall |
| <input type="checkbox"/> City of Grain Valley Website | <input type="checkbox"/> Cable Television |
| <input type="checkbox"/> City of Grain Valley Employee Name: _____ | |
| <input type="checkbox"/> Other Source Name: _____ | |

Thank you for your time!

*- City of Grain Valley
Human Resources Department*

