



City of Greenwood

CLERK OF THE COUNCIL

NATURE OF WORK

This is a professional work assignment. Responsibilities include compile the minutes and records of its proceedings, its ordinances and resolutions, perform such duties as may be required by law and perform such duties as may be assigned by the president of the city council. This position is hourly **part-time** and classified as “Non-Exempt” under FLSA and shall be nominated annually by a member of the city council.

EXAMPLE OF WORK

- Preparation and dissemination of City Council agenda and packets for the upcoming meeting.
- Compile minutes, includes scanning minutes into Laser fiche, edit as needed, print minutes to municipal docket, and file final minutes.
- Put votes of resolutions for signatures (Mayor, Council President, Council Clerk or City Clerk.)
- Prepare minutes from meeting for Council adoption (short Form)
- Post minutes in minute books for the Planning Commission and Board of Adjustments and Appeals
- Prepare minutes for Civil Service commission, send notices and post minutes in the Civil Service Minute Book.
- Maintain Official minute books, research and respond to official public information requests
- Perform other duties related to the operation of the Council.

QUALIFICATIONS

Knowledge of standard clerical procedures. Strong computer skills required.

Must be a self-starter, ability to work with minimum supervision.

Must possess a valid State of Mississippi Driver's License