



CITY OF MELROSE

Human Resources

Please send a letter of interest and a resume to Polina Latta, Director of Human Resources via platta@cityofmelrose.org by **May 10, 2021**.

City of Melrose is an Equal Opportunity Employer. *No Residency Requirement*

One of Mayor Brodeur's priorities is advancing diversity, equity, and inclusion in Melrose by cultivating a workforce where diverse perspectives are valued and where every employee can bring their best and most authentic selves to work. Here in Melrose, we are driven by the value of excellence and believe that everyone deserves the best service and access to resources, regardless of their race, gender identity, religion, ethnicity, physical abilities, age, sexual orientation, veteran status, or personal experience. We embrace employees & candidates from these underrepresented groups to help make this vision a reality.

Title: Assistant City Clerk
Department: Office of the City Clerk
Supervisor: City Clerk
Status: Non-Union, Benefit Eligible, Full time (35hours), CNU1, Level 14
Minimum Salary is \$47,185 with comprehensive benefits & PTO

Summary:

The City Clerk's office is a close collegial environment and with frequent interaction between supervisor and colleagues. Due to daily public engagement and commitment to service, it is essential the Assistant City Clerk possess a calm demeanor. This role assists in preparing work for the City Council, maintain bookkeeping and accounts payable functions for the office, and In the absence of the City Clerk supervises personnel in the City Clerk office and the Registrar of Voters office; directs work priorities and acts as City Clerk and Clerk to the City Council when the City Clerk is absent.

Essential Functions:

- City Council
 1. Attend City Council meetings in the absence of City Clerk and take minutes.
 2. Assists in the assembly and creation of City Council agenda or "orders of the day"
 3. Takes, prepares and post minutes;
 4. Prepare passed orders documents for the Mayor and the Council President's signature;
 5. Assist as directed on actions taken at City Council meetings i.e. notifying appointees to various boards/commissions of their appointment and requirement to take oath of office; Sets up public hearings, and prepare advertisements and other tasks in connection with the transaction of business during the City Council sessions.
 6. Respond sensitively and constructively to citizen complaints; provide customer service with tact, courtesy, cultural sensitivity and discretion in all dealings with customers.
 7. Contribute to creating a collaborative work culture that appreciates diverse perspective and approaches matters with flexibility and cultural relevance.
- Department Budget
 1. Respond sensitively and constructively to citizen complaints; provide customer service with tact, courtesy, cultural sensitivity and discretion in all dealings with customers.
 2. Contribute to creating a collaborative work culture that appreciates diverse perspective and approaches matters with flexibility and cultural relevance.

3. Bookkeeping: update and maintain bookkeeping for department receipts and identify funds received by appropriate categories including licenses, permits, raffles and vital statistics.
 4. Notifies Treasurer and Auditor offices of monies in account. Update and maintain accounts payable for City Clerk and Registry of Voters.
 5. Pays bills and balance records using MUNIS
 6. Monitors budgets - discusses variances with City Clerk.
- Records Management
 1. Accepts filings of meeting notices, agendas, minutes of Boards, Committees and Commissions and properly files, posts all documents, ensuring timeliness and completeness; Maintains records of appointments, administers oaths;
 2. Ordinances: Maintain and update all revisions of the City Ordinances.
 3. Performs research on issues pertaining to licensing, vital records and legislative matters
 4. Issues certified copies of City records, including certifying decisions/filings of other departments;
 5. Adhering to city and state defined protocols, supply application and verify accuracy of completed form for licenses and permits including business certificates. Issue new and renew existing licenses, including Common Victualler, Second Hand Dealer, 1st and 2nd class motor vehicle, hackney cab, Livery car Service, lodging house, dog licenses.
 6. Provides Certificates: Administer oaths for appointments, marriages and business certificates adhering to city and state defined protocol. Prepare affidavits: amending records of birth and deaths. Issue records of birth, death, marriages, and business certificates.
 7. Records: Provide information to the public on records in the Clerk's Office and research various requests;
 8. Acts as back up Records Access Officer to the City Clerk for public records requests;
 9. Ensures timely solicitation of various permits and filings and the annual/bi-annual state ethics filings and conflict of interest training;
 10. Assists in preparing the departmental Annual Report;
 11. Performs research on issues pertaining to licensing, vital records and legislative matters
 12. Acts as time and attendance keeper for the department and assists with training of office staff.
 - Vital Records
 1. Processes birth and death records received electronically via the state Vitals Information Partnership program, takes in marriage intentions and administers the Oath of Marriage to couples and prepares marriage records; processes requests for amendments for all vital records;
 2. Prints and files archival copies of vital records, files in appropriately protective sleeves and binders, oversees inventory and ordering of same;
 3. Performs searches of vital records upon request;
 4. Provides certified copies of vital records as requested;
 5. Sends monthly invoices for Burial Permit fees.

Minimum Qualifications:

1. An Associate's degree in management, business, information technology, paralegal or related field and a minimum of three years of progressively responsible legal, administrative or clerical experience, preferably in a public service setting, or any equivalent combination of experience and education;
2. A minimum of one-year experience supervising personnel.
3. Ability to oversee work performance of staff, senior workers and/or temporary staff, e.g. election workers;
4. Excellent interpersonal skills and customer service orientation, demonstrated experience providing customer service to co-workers and residents, and the public using tact, proper judgment, courtesy, respect and discretion.
5. Demonstrated ability to work effectively with the public, both telephonically or in-person; diverse constituencies and ensure a culturally relevant and sensitive approach.

6. The position requires adaptability, diverse perspective and the ability to collaborate and appreciate other's viewpoints.
7. Ability to communicate effectively with others, orally and in writing;
8. Ability to properly assess costs of services provided by reference to fee charts or using basic computational skills and collect said costs;
9. Ability to effectively use Microsoft Office: Word, Excel, PowerPoint and other standard administrative software; ability to become proficient in other job-specific software and applications (City Hall Systems; eCode, MinuteTraq, Civic Plus, WebEx, VRIS, VIP);
10. Ability to exercise initiative and use good judgment, work with limited direction in the completion of tasks and assignments;
11. Ability to prioritize, organize and perform multiple tasks effectively;
12. Aptitude and attention for details and accuracy;
13. Knowledge, or ability to become familiar with, City of Melrose Ordinances and Administrative Code and State statutes relating to the operation of the office of City Clerk;
14. Willingness to attend training and certification programs as available and necessary;
15. Willingness to become a Notary Public;

Please note this job description does not cover all responsibilities required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. The Assistant City Clerk also must have the ability to work long hours, nights and at times on weekends.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. In performing the duties of this position, the employee will be required to walk, sit, kneel, climb, talk and/or hear in order to write minutes at City Council meetings, and file and research records located in the basement of City Hall. At times, it will require climbing a ladder and moving boxes. The employee is required to use hands, fingers, handle, operate/use computer keyboard, city seal and service the public. The employee may occasionally lift up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.