

## **Assistant to the City Clerk & Treasurer - City of Pinson**

The Assistant to the City Clerk and Treasurer is hired by City Clerk and the Mayor of the City of Pinson. Duties and responsibilities include, but are not limited to, administrative functions of the city delegated by the City Clerk and Treasurer's Office, including accounts payable, accounting, business licenses, central purchasing, record keeping, and assisting the Chief Election Official for all city elections.

### **Duties and Essential Functions**

- Serve as accounts payable clerk; assist with budgeting and finance; perform searches of municipal records; secure proper approval for purging old records; retain city records in an electronic format while ensuring proper security and adequate backup of same.
- In the absence of the City Clerk and Treasurer, manage the organization and preparation of the agenda for City Council and other meetings; assist with the coordination of official functions; attend City Council meetings as needed; brief the Mayor and Council on all agenda items at Council meetings; prepare the minutes of all Council meetings; maintain and secure permanent copies of the minutes for city records; coordinate meetings and set up meeting facilities for the Council and various city boards.
- Assist the Chief Election Official on a quadrennial basis for all aspects of city elections, including coordinating with Probate Judge and appropriate county election officials for facility use; advising candidates of legal requirements and obligations; certifying the voter list; verifying petition signatures for referendums; recording election results and transmitting election returns to appropriate officials and individuals; coordinating selection and approval of voting centers and voting district boundaries with the City Attorney, various city planning agencies, and applicable federal agencies in accordance with applicable laws.
- Perform general administrative duties, including drafting correspondence and memoranda for the city office; entering payments; maintaining a monthly city calendar; scheduling events; ordering supplies for City Hall and all departments; answering phones; and monitoring front desk during lunch hours and when other personnel are out of the office.
- These duties and essential functions are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned by the City Clerk and Treasurer or Mayor.

### **Knowledge, Skills and Abilities**

- Candidates must be able to perform each duty and essential function satisfactorily. Experience performing the duties and essential functions is desired. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and essential functions.
- Verbal communication skills to clearly communicate information and ideas to City Clerk, Mayor, City Council, other coworkers, and the public.
- Writing skills to compose letters, write grants, and complete various reports, records, and files.
- Reading comprehension skills to read and understand written reports; rules and regulations; policies and procedures; and applicable laws and regulations.
- Basic knowledge of math, budgeting, and accounting.
- Planning skills to plan work schedules, work programs, and budgets.
- Computer skills, including Microsoft Word, Excel, and PowerPoint.
- Web design experience preferred but not required.
- Ability to operate basic office equipment such as fax machines, advanced copier/scanner technology, and an internet-based phone system.
- Obtain knowledge of and comply with all department rules, regulations, policies, and procedures.
- Ability to recognize issues and appropriately handle various types of behavior from the public.

### **Minimum Education and Training Required**

Bachelor's degree, but any comparable combination of education and experience may be substituted for degree requirement. Must have a minimum of 2 years of office or similar work experience.

### **Selection Guidelines**

Formal application, verification of education and experience, oral interview, reference check, background check, and pre-employment drug screen.

- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.
- All applicants tentatively selected for this position will be required to submit to a pre-employment drug screen and background check prior to appointment. Final appointment to this position is contingent upon a satisfactory drug and background result.

Employment Application and Resume may be submitted to [mturner@thecityofpinson.com](mailto:mturner@thecityofpinson.com)

Resumes may also be mailed to:

City of Pinson  
Attn: City Clerk's Office  
4410 Main Street  
Pinson, AL 35126

**The City of Pinson, Alabama is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the city will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.**