



# City of Peoria

## HUMAN RESOURCES

### **Title:** City Clerk Specialist I - Administrative

**FLSA STATUS:** Non-Exempt under FLSA.

**SUPERVISION RECEIVED AND EXERCISED:**

Receives direction from Deputy City Clerk.  
This is a non-supervisory job classification.

**MINIMUM QUALIFICATIONS**

- **Education:** Six to twelve months of education beyond high school/some college
- **Experience:** Minimum of one year related experience. Requires a working knowledge of standard practices and procedures.
- **Licenses/Certifications/Special Requirements:** None required.

**PREFERRED/DESIRABLE QUALIFICATION(s):**

- Experience in a municipal or government setting.
- Experience working in a City Clerk's Office.

**JOB SUMMARY**

The purpose of this position is to provide administrative and technical functions to support the administration of the City Council and Open Meeting Law requirements. The incumbent prepares City Council agendas and packets; processes, records, and distributes Council packet documents as applicable; prepares web postings; processes contracts; scans and indexes records. The incumbent is responsible for using initiative and discretion when responding to questions and concerns; and may act as a functional or technical lead to administrative staff. May prepare Subcommittee agendas, packets, and minutes; attend meetings; process records requests; provide notary services; and provide ancillary citizen services. This position may interact with executive management and elected officials.



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### ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

| # | Essential Functions   |
|---|---|
| 1 | Compiles City Council agendas and packets and disseminates documentation relevant to City Council meeting action and ensures conformance with local, state, and federal laws. Manages citywide publications in accordance with local, state, and federal laws.  |
| 2 | Posts all City Council meeting notices, results, and minutes in compliance with Open Meeting Law.   |
| 3 | Administers agenda management program by updating and maintaining all forms and materials; develops best practices; updates policies and procedures; prepares reports; uses initiative and discretion when responding to questions and inquiries; develops and administers applicable training programs. Ensures compliance with all local, state, and federal regulations. |
| 4 | Provides customer service by handling requests, researching data, and archiving records.  |
| 5 | Provides administrative support by acting as a liaison for information technology issues, assisting with updating policies and procedures, preparing reports, writing newsletters and completing related clerical tasks.  |
| 6 | Assists with budget preparation by assessing program requests and reviewing expenditures.   |



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### PHYSICAL DEMANDS AND WORK ENVIRONMENT:

| Physical strength for this position is indicated below with "X"  |   |  |   |   |  |
|--|---|--|---|---|--|
| 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. |   |  |   |   |  |
| Sedentary  | X | Light  | Medium  | Heavy   | Very Heavy   |
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.  |   | Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

| Work Environment for this position is indicated below with "X"   |   |   |  |  |
|--|---|---|--|--|
| The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. |   |   |  |  |
| Office   | X | Outdoors  | Vehicle  | Office and Field/Plant/ Warehouse  |
| Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.  |   | Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration. | Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel. | The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation |

### MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, typewriters, printers, scanners, copy / fax machine, calculator, label printer, date stamp, and related software.

### PROTECTIVE EQUIPMENT REQUIRED:

None required.