



CITY OF TULELAKE
591 Main Street
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JOB DESCRIPTION

City Clerk

A City Clerk plays a pivotal role in the overall function of a town and City Council. He/she helps organize, maintain and keep records of the local government's ongoing events and information. A City Clerk is also known as a Municipal Clerk. The City Clerk works approximately 10 hours each month and receives a \$400.00 stipend.

The City Council may appoint one or more Deputy City Clerks to perform the duties of the City Clerk in the absence of the City Clerk. The Deputy City Clerk's compensation shall be fixed from time to time by resolution of the City Council.

Responsibilities:

- Be represented at all meetings of the City Council by the Clerk or a deputy clerk. Record and maintain a true and correct record of all of the proceedings of the City Council in books devoted solely to such purposes. Such books shall have a comprehensive index to enable persons readily to ascertain matters contained therein;
- Prepare all documents prior to Council meetings;
- Compile and maintain ordinance and resolution books, in which shall be recorded all City Ordinances and Resolutions with the certificate of the Clerk annexed thereto to each said resolution or ordinance, together with a statement that the same is a true and correct copy, giving the numbers of said ordinance or resolutions and, as to an ordinance, a statement that the same has been published according to the requirements of Ordinance No. 2.12.020 of the Tulelake Municipal Code;
- Be the custodian of the seal of the City of Tulelake;
- Administer oaths or affirmations, take affidavits and depositions pertaining to the affairs and business of the City and certify copies of official records;
- Provide all elective officials with certificates of election properly authenticated to by himself/herself and appointive officers with certificates of appointment; and
- Any other duty required by statute except those specifically excluded by sections 2.12.015 and 2.12.017 of the Tulelake Municipal Code.

Qualifications

The City Clerk must have an equivalent combination of education and experience sufficient to successfully perform the essential duties and responsibilities of the position. The City Clerk must have a clean record and be bondable. The City Clerk must be a citizen of the United States and at least 18-years of age. The City Clerk should have a general knowledge of the Brown Act. Interested parties must be a resident of the City, at least 30 days immediately preceding the last day for filing of nomination papers and a registered voter.