



City of Loris

JOB DESCRIPTION

Job Title: City Clerk
Department: Administration
Shift: Full Time, 8 a.m. to 5 p.m., M-F,(Some tasks will require overtime)
Reports to: City Administrator and City Council
FLSA Status: Non-Exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Produces minutes for City Council meetings, requiring evening meeting attendance, excellent writing skills using English language and exercising good judgement.
- Manage minutes of meetings.
- Publishes City Council minutes to City managed website. Maintains electronic and hard-copy minutes for public viewing.
- Maintains records for committees, including current listing with expirations dates, and committee applications.
- Completes agenda preparation and posting.
- Assist public with city council communications.
- Manages sensitive and confidential information.
- Manages Administrative calendars and organizing meetings.
- Acts as Public Records Request coordinator.
- Handles and processes incoming documentation, checks for accuracy and routes documents as appropriate.
- Manage complex office administrative work requiring the use of independent judgement and initiative.
- Digitizes, files, and tracks contracts approved by City Council and City management.
- Compiles daily, monthly, and yearly reports as instructed.
- Performs other work as assigned.

QUALIFICATIONS:

- Requires High School diploma or GED equivalent.
- Requires two (2) years of increasingly responsible experience in office administration, clerical work, or closely related or an equivalent combination of education, training, and experience.
- Proficient in Microsoft products.
- Attention to detail.

SALARY RANGE:

- Dependent upon education and experience.

HOW TO APPLY:

Submit a detailed resume to the City of Loris, located at 4101 Walnut St Loris, S.C. 29569.

DEADLINE: Open until filled!

The City of Loris is an Equal Opportunity Employer. All applicants will be considered without regards to their age, sex, race, or religion.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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.