



## City of Kansas City, Missouri Job Class Specification

**Job Title:** CITY CLERK

**Department:** CITY CLERK

**Job Code:** 1733U

**Status:** EXEMPT

**Grade:**

UNCLASSIFIED

### Summary

This is highly responsible administrative and professional work in directing the operations of Office of the City Clerk and the Council Assistance Staff.

Work involves responsibility for the planning and directing of all activities related to legislative proceedings, documents' recording and filing and support services required by the City Council. Work also involves the general interpretations of City Ordinances, validation of citizen petitions and completion of all functions specifically assigned by the City Charter. While the City Clerk functions as directed by the Mayor and City Council, the City Clerk is expected to participate and cooperate with the administrative staff and function with broad latitude and independence of activities and judgment. Work is reviewed through observations, submitted reports and periodic conferences.

### Duties and Responsibilities

- Directs all operations of the Office of the City Clerk, including budget, payroll, purchasing and administrative matters; hires, trains and directs authorized personnel.
- Directs legislative proceedings support activities; prepares and distributes dockets; reads legislative items and records votes at City Council sessions; certifies, distributes and files ordinances and other documents approved by City Council; maintains records of all proceedings; video tapes previews of docket items.
- Provides logistical support to and supervises secretarial staff assigned to City Council committees.
- Processes ordinances and other documents through the County Records Office.
- Directs the preparation, duplication and distribution of various ordinances, codes and public documents and sales thereof.
- Administers oaths of office to appointees of the Mayor and City Council; prepares and maintains commission and board membership records.
- Attests to required signatures and executes agreements, certificates, contracts and petitions as necessary; affixes the City Seal as required.
- Represents the City in court cases as the "Expert Witness" with respect to ordinances in effect at any time.
- Develops and maintains effective liaison with the press, media and public regarding inquiries, complaints and other matters of importance.

**Duties and Responsibilities (continued)**

- Functions as Secretary/Administrator to the City's Corporations (i.e., the American Royal Arena Corporation, The Public Building Authority and The Board of Trustees of City Trusts) regarding meeting notices, proceedings, records and correspondence.
- Conducts special research programs required by the Mayor and City Council.
- Prepares activity reports and procedural recommendations for the Mayor and City Council.
- Performs related duties as required.

**Technical Skills**

Thorough knowledge of:  
Modern theory, principles, methods and practices of legislative processing systems.

Considerable knowledge of:  
Laws, ordinances and other fiscal regulations governing municipal legislative matters and documents' recording and filing systems.  
Principles of public administration with particular reference to municipal records administration.

Working knowledge of:  
Functions of the various departments of the municipal government.  
The application and use of electronic computers and related equipment.

Ability to:  
Understand and explain legal requirements, rules, regulations and procedures.  
Orient, train, coordinate and supervise the work of assigned subordinates.  
Analyze and evaluate problems and to develop and recommend effective corrective measures.  
Prepare concise and comprehensive reports.  
Use mature judgment, respect confidentiality and report results sensitively.  
Communicate effectively.

**Education and Experience**

**Certificates/ Licenses/Special Requirements**

Must pass a background check as prescribed by the City.

**Supervisory Responsibility**

Supervision is exercised over subordinate administrative and clerical personnel.

**Supervision Received**

Supervision is received from the City Council or its designee.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

**Created** 10/87

**Revised** 5/07, 01/2024