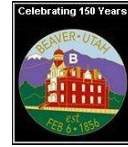


Beaver City

Job Descriptions



Title:	City Recorder	Code:	135
Division:	Administration	Effective Date:	09/24/2025
Department:	Administration	Last Revised:	

GENERAL PURPOSE

Performs a variety of **administrative, technical and complex clerical** duties related to planning, directing, organizing and controlling city-wide document and records management functions established by state statute or local ordinance. Acts as ex officio city auditor. Assists with writing and applying for the various grants needed by the city. Answers phones and assists the public when needed.

SUPERVISION RECEIVED

Works under the general guidance and direction of the City Manager.

SUPERVISION EXERCISED

Limited general supervision of the Deputy City Recorder when Deputy Recorder is acting in that role.

ESSENTIAL FUNCTIONS

Develops, proposes and implements policies, procedures and practices affecting the receiving, processing and maintenance of all city files, records, contracts, agreements and related official documents of the city; schedules appointments, arranges conferences and meetings.

Attends agenda planning meetings; coordinates with city attorney for the delivery of ordinances and resolutions; reviews council packet and agenda(s) for official legislative or executive meetings of the city and assures proper attachments; attends council meetings and assures accuracy of meeting records; prepares final documents; records, publishes and files new ordinances and resolutions; prepares documents for certification and signature; countersigns city contracts and agreements; posts meeting agendas and give legal notices as required by law.

Serves as custodian of city seal; acts as notary public, attests to signatures on official documents and contracts; assures compliance with laws and guidelines regarding public access to city records; maintains permanent hard copy records in minute books; maintains permanent record of all original documents, copies and reference book for resolutions and ordinances; monitors media publications to assure proper public posting of city announcements, advertisements and notifications.

Oversees codification of all city records and documents; maintains city records management system; catalogs and references documents and information for easy identification, location and duplication; assures compliance with state laws related to public access (GRAMA); assures proper classifications are applied to city documents and records; assists public by filling or coordinating records requests; establishes and monitors retention schedules on documents and assures timely archiving or purging of record according to law, ordinance or practice.

Responsible for the sell of cemetery lots; assists customers in filling out burial slips; coordinates burial schedules with sexton; prepares cemetery lot deeds. Responsible for all burial records held by the City.

Coordinates and manages city elections by ordering supplies, selecting judges and polling places, tabulating election results and auditing returns; adjudicates election complaints and disputes and maintains security of election proceedings; may administer the oath of office for public officials.

Participates in the annual audit process; provides and accounts for all documents presented to external auditors for review and evaluation; assists to compile current expense and capital estimates for the budget; certifies annual tax levy according to state statute.

Maintains computer files and copies for reference and cross indexing of all city documents including agenda packets, meeting agendas, appeals, committees, correspondence, elections, financial materials, forms, grants, insurance, court documents, leases, legal issues, minutes, requests for proposals, ordinances, petitions, policies, properties, public notices, records requests, resolutions, surveys, studies, proclamations, etc.; maintains records and files for various committees and commissions.

Performs all other duties as assigned.

City Recorder, page 2

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school; plus one (1) year of specialized training provided through professional workshops or in-service programs;

AND

- B. Four (4) years of progressively responsible experience directly related to above duties.

OR

- C. An equivalent combination of education or experience.

2. Essential Functions, Knowledge, Skills, and Abilities:

Considerable knowledge of laws governing records retention, archiving, management and access (GRAMA); modern office practices and procedures; principles of supervision; coding, classifying, and indexing methodology related to recording city ordinances, laws, contracts, documents. **Working knowledge of** administrative procedures; city government and inter-relationship of various city functions; technical writing. **Some knowledge of** general research methods, sources, and procedures.

Ability to understand and interpret laws and ordinances governing the operation of the office of city recorder; produce clear and accurate reports on a variety of subjects; acquire considerable knowledge of state and local statutes pertaining to city council meetings; exercise initiative, independent judgment and to act resourcefully under varying conditions; plan, organize, and coordinate the work of other personnel; maintain strict confidentiality related to sensitive administrative information; operate personal computer (Windows) in utilizing various programs to produce or compose formal documents, reports and records; establish and maintain comprehensive records and files; work with the public and develop effective working relationships; communicate effectively, verbally and in writing; operate standard office equipment.

3. Special Qualifications:

May be required to be or become a Certified Municipal Clerk through the International Institute of Municipal Clerks.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.



DISCLAIMER: The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities, requirements or knowledge, skills & abilities.

I _____ have reviewed the job description. Date: _____