

Mayor Edna B. DeVries
Deputy Mayor Sabrena Combs
Council Member Julie Berberich
Council Member Richard W. Best
Council Member Steve Carrington
Council Member Brian Daniels
Council Member Jill Valerius

City Attorney Michael Gatti
City Manager John Moosey
Interim City Clerk Nichole Degner

City of Palmer, Alaska
Special City Council Meeting
August 24, 2021, at 5:00 PM
City Council Chambers
231 W. Evergreen Avenue, Palmer
www.palmerak.org

AGENDA

A. CALL TO ORDER

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

D. APPROVAL OF AGENDA

E. NEW BUSINESS

1. City Clerk Candidate Meet and Greet – 5:00 pm
2. City Clerk Candidate Interview
 - a. Glenda Worsham – 6:00 pm

F. RECORD OF ITEMS PLACED ON THE TABLE

G. AUDIENCE PARTICIPATION

H. COUNCIL COMMENTS

I. ADJOURNMENT

City of Palmer
City Clerk Requisition
July 2021

Minimum Qualifications as outlined in the job description:

Minimum requirement: Bachelor's Degree in business administration or public administration, or equivalent combination of experience and training displaying at least five years of high level administrative or management experience, preferably in municipal government.

Ability to acquire Notary Commission within sixty days of employment.

Must have or obtain a valid Alaska driver's license within sixty days of employment.

- Certified Municipal Clerk (CMC) designation from the International Institute of Municipal Clerks (IIMC) is preferred.

Applicant: Glenda Worsham

Education: Bachelor's Business Administration

Experience as a City Clerk: Yes

Previous experience in municipal government: Yes

CMC Certification: Yes

NOTES: N/A

GLEND A WORSHAM



July 7, 2021

City of Palmer Alaska
231 West Evergreen Ave.
Palmer, AK 99645

Dear HR Officer,

I am inquiring about the position you have available for City Clerk. I have been a City Clerk for 5 years and have my certification for Georgia Certified Municipal Clerk, International Municipal Clerk, and Local Government Finance Officer Certification Tier I & Tier II.

My husband and I lived in Alaska for 8 years and miss it dearly.

If this position is still open, please accept my resume' for this position. If you have any further question, please let me know.

Sincerely,
Glenda Worsham

GLEND A WORSHAM

EDUCATION

College Education: Wayland Baptist University, Anchorage, AK
Major: Bachelor's Degree in Business Administration
Graduated May 2015

College Certifications

Georgia Clerk's Certification: University of Georgia Clerk's Education, Athens, Georgia – February 2019

Georgia Government Finance Officer Certification Tier I: University of Georgia Clerk's Education, Athens, Georgia -- March 2018

Georgia Government Finance Officer Certification Tier II: University of Georgia Clerk's Education, Athens, Georgia – January 2019

International Institute of Municipal Clerks Certification: International Institute of Municipal Clerks, Rancho Cucamonga, CA 91730- May 2020

MEMBERSHIPS

Georgia Municipal Clerk's Association

Georgia Government Finance Officer Association

Government Finance Officer Association

International Institute of Municipal Clerks

WORK EXPERIENCE

CERTIFIED CITY CLERK

City of Climax
Joseph Kelly, Mayor

February 8, 2016 – Present
105 Drane Street, Climax, GA 39834

PARAPROFESSIONAL – Highly Qualified Status

Northwest Arctic Borough School District
Scott Lefebvre, principal

January 22, 2013-May 29, 2015
PO Box 109, Ambler, Alaska, 99786

Duties: Instructional Aide in the Second, Third, and Fourth Grade Classes
Reason for Leaving: Moved

GLEND A WORSHAM

ADMINISTRATIVE ASSISTANT

Seward Ship's Drydock

Jim Madden, General Manager

Duties: Data Entry, Producing Invoices, Set up Repair Jobs on Vessels, Time Cards, etc.

Reason for Leaving: Moved

October 2010 – November 2012

PO Box 944, Seward, Alaska, 99664

INSTRUCTIONAL AIDE – Highly Qualified Status

Northwest Arctic Borough School District

Sherry McKenzie, principal

Duties: Instructional Aide in the Second, Third, and Fourth Grade Classes

Reason for Leaving: Moved

September 2009 – September 2010

PO Box 109, Ambler, Alaska, 99786

SUBSTITUTE TEACHER

Northwest Arctic Borough School District

Dr. Elizabeth Balcerek (now assistant principal in Kotzebue, AK)

Duties: Substitute teach in any needed area for lead teacher or aide

Reason for Leaving: Hired to a full-time position

September 2007 – September 2009

PO Box 109, Ambler, Alaska, 99786

OFFICE MANAGER

Alton Chancy Insurance Agency/Nationwide

Alton Chancy, Owner

Duties: Accounts Payable, Accounts Receivable, Sales, Accounting, Public Relations, etc.

Reason for Leaving: Moved

July 2004 – September 2007

10 Fourth Ave SW, Moultrie, Georgia, 31768

OFFICE MANAGER

First Presbyterian Church

Dr. Gerald Little, pastor

Duties: Accounts Payable, Accounts Receivable, Accounting, Payroll, Bulletins, Newsletters

Reason for Leaving: Moved

July 2002 – July 2004

200 E Shotwell St., Bainbridge, Georgia 39819

INSURANCE SALES AGENT

American General Financial Group

Mr. Danny Hatchell, general manager

Duties: Sales, Public Relations, Sales, etc.

Reason for Leaving: Needed a set weekly pay.

October 2000 – June 2002

406 Twelfth Ave NW, Cairo, Georgia, 39828

CHURCH SECRETARY

Morningside Baptist Church

Dr. Thomas Murphy, pastor

Duties: Public Relations, Bookkeeping, Payroll, Filing, Bulletins & Newsletters, etc.

Reason for Leaving: Needed a job with Health Insurance.

October 1999 – October 2000

1303 Vada Rd., Bainbridge, Georgia, 39817

Contact Information -- Person ID: 26695586

Name: GLENDA WORSHAM Address:
 Home Phone: Alternate Phone:
 Email: Notification Preference: Email

Personal Information

Driver's License: Yes, Georgia ,
 Can you, after employment, submit proof of your legal right to work in the United States? Yes
 What is your highest level of education? Bachelor's Degree

Preferences

Minimum Compensation: \$40,000.00 per year
 Types of positions you will accept: Regular
 Types of work you will accept: Full Time
 Types of shifts you will accept: Day , Evening , Night , Rotating , Weekends , On Call (as needed)

Objective

Education

College/University Did you graduate: Yes
 Wayland Baptist University Major/Minor: Business Administration
 - Degree Received: Bachelor's
 Anchorage, Alaska

Work Experience

City Clerk Hours worked per week: 40
 2/2016 - Present Monthly Salary: \$0.00
 Name of Supervisor: Joseph Kelly - Mayor
 City of Climax May we contact this employer? Yes
 105 Drane Street
 Climax, Georgia 39834

Duties

Maintain City Records
 City Council Minutes/Agendas/etc.
 Accounts Payable/Receivable
 Prepare information for Annual Audit
 Internal Control
 Public Relations
 Maintain City Charter
 Maintain City Ordinance
 Help Council with Roberts Rules of Order
 Assist with Elections

Reason for Leaving

Still There

Paraprofessional

1/2013 - 5/2015

Northwest Arctic Borough School District
1 Ambler School
Ambler, Alaska 99786

Hours worked per week: 35
Monthly Salary: \$3,300.00
Name of Supervisor: Lois Ballard -
Principal
May we contact this employer? Yes

Duties

Northwest Arctic Borough School District PO Box 109, Ambler, Alaska, 99786

Lois Ballard, principal

Duties: Instructional Aide in the First, Second, Third, and Fourth Grade Classes

Reason for Leaving: Moved

Reason for Leaving

moved

**ADMINISTRATIVE ASSISTANT/OFFICE
MANAGER**

10/2010 - 11/2012

Seward Ship's Drydock
PO Box 944
Seward, Alaska 99664

Hours worked per week: 40
Monthly Salary: \$0.00
Name of Supervisor: Jim Madden -
Owner
May we contact this employer? Yes

Duties

99664

Jim Madden, General Manager

Duties: Data Entry, Producing Invoices, Financial Statements, Financial Budgets, Set up Repair Jobs on Vessels, Time Cards, Public Relations, Customer Relations, etc.

Reason for Leaving: Laid Off

Reason for Leaving

Moved

Paraprofessional

9/2009 - 9/2010

Northwest Arctic Borough School District
1 Ambler School
Ambler, Alaska 99786

Hours worked per week: 40
Monthly Salary: \$3,000.00
Name of Supervisor: Sherry McKenzie -
Principal
May we contact this employer? Yes

Duties

Provide aide to students needing extra help.

Reason for Leaving

moved

SUBSTITUTE TEACHER

9/2007 - 9/2009

Northwest Arctic Borough School District
1 Ambler School
Ambler, Alaska 99786

Hours worked per week: 40
Monthly Salary: \$0.00
Name of Supervisor: Sherry - McKenzie
May we contact this employer? Yes

Duties

99786

Sherry McKenzie, principal

Duties: Instructional Aide in the Second, Third, and Fourth Grade Classes
Reason for Leaving: Moved

Reason for Leaving

Was hired full time as a paraprofessional.

OFFICE MANAGER

7/2004 - 9/2007

Alton Chancy Insurance Agency
10 Fourth Ave SW
Moultrie, Georgia 31768

Hours worked per week: 40
Monthly Salary: \$0.00
Name of Supervisor: Alton Chancey -
Owner
May we contact this employer? Yes

Duties

31768

Alton Chancy, Owner (229)985-1603

Duties: Accounts Payable, Accounts Receivable, Insurance Sales, Help customers file Insurance Claims, Accounting, Financial Statements, Financial Budgets, Public Relations, Customer Service, etc.

Reason for Leaving: Moved

Reason for Leaving

Moved to Alaska

OFFICE MANAGER

7/2002 - 7/2004

First Presbyterian Church
200 E Shotwell Street
Bainbridge, Georgia 39819

Hours worked per week: 40
Monthly Salary: \$0.00
Name of Supervisor: Jerry - Little
May we contact this employer? Yes

Duties

39819

Dr. Gerald Little, pastor

Duties: Accounts Payable, Accounts Receivable, Accounting, Payroll, Bulletins, Newsletters, Customer Service, Public Relations, etc.

Reason for Leaving: Moved

400 Silver Lake RD
Bainbridge, GA 39817

Reason for Leaving

Moved to Moultrie, Georgia

Certificates and Licenses

Type: Georgia Municipal Clerk's Certification

Number:

Issued by: University of Georgia

Date Issued: 2 /2019 Date Expires:

Type: Georgia Government Finance Officer
Certification Tier One

Number:

Issued by: University of Georgia

Date Issued: 3 /2018 Date Expires:

Type: Georgia Government Finance Officer
Certification Tier Two

Number:

Issued by: University of Georgia

Date Issued: 1 /2019 Date Expires:

Type: International Institute of Municipal Clerks
Certification

Number:

Issued by: International Institute of Municipal Clerks

Date Issued: 5 /2020 Date Expires:

Skills

Office Skills

Typing:

Data Entry:

Additional Information

References

Professional

Professional

Professional

Resume

Text Resume

Attachments

Attachment	File Name	File Type	Created By
20210707093704714.pdf	20210707093704714.pdf	Cover Letter	Job Seeker
20210707093713931.pdf	20210707093713931.pdf	References	Job Seeker
20210707093721465.pdf	20210707093721465.pdf	Resume	Job Seeker
20210707094732972.pdf	20210707094732972.pdf	Other	Job Seeker
20210707094740073.pdf	20210707094740073.pdf	Other	Job Seeker
20210707094749087.pdf	20210707094749087.pdf	Other	Job Seeker

Agency-Wide Questions

1. Q: Have you previously worked for the City of Palmer?

A: No

2. Q: Are you related to anyone who is currently employed by the City of Palmer?

A: No

3. Q: If you answered yes to the previous question, please provide the individual's name and department

A:

4. Q: Are you able to perform the essential functions of this job with or without reasonable accommodations?

A: Yes

5. Q: If you answered yes to the previous question, please explain:

A:

6. Q: Have you ever been terminated or asked to resign by a former employer?

A: No

7. Q: Have you been convicted of a misdemeanor within the past five years?

A: No

8. Q: APPLICANT'S SWORN STATEMENT AUTHORIZATION AND RELEASE I hereby affirm all the information I provided or provide to the City of Palmer relating to my application for employment, whether by written application form, resume, oral statement or otherwise, is true and complete to be the best of my knowledge. In addition, I agree that any intentional misrepresentation or omission and any material negligent or innocent misrepresentation or omission in or from said information may disqualify me from further consideration for employment any may be considered justification for immediate discharge from employment if discovered at a later date. I hereby authorize any person, organization, or governmental entity, including any current or former employer, to release to the City of Palmer or any authorized person acting on behalf of the City, any and all information, in any manner requested, which may be relevant to my character or qualifications for the City position for which I applied. I authorize current and former employers to give to the City of Palmer any and all employment records in their possession dealing with me, including, but not limited to, job descriptions, wage information, employment records, performance appraisals, disciplinary records, layoff slips, attendance records, reports, or other documents relevant to my application for work or actual employment with the employer, including records relevant to drug and alcohol tests conducted by or on behalf of the employer or in the possession of the employer. I also authorize the release of information and written records concerning my educational history, driving records, and criminal or civil actions. I request that all persons and organizations cooperate fully in providing information to the City, including allowing the interviewing of supervisors, co-workers, educators, or other references. I hereby release all persons, employers, organizations, governmental entities, or any other entity providing information to the City of Palmer or its agents, and release the City of Palmer, its officials, employees, attorneys, and agents from all liability, claims, demands, causes of action, damages, costs, or compensation for any damage, loss or injury, including but not limited to, damage to my reputation, character, business interests, or privacy, which may arise as a result of the disclosure of the information obtained by or disclosed to the City of Palmer or any person acting on behalf of the City. I hereby agree to submit to any lawful drug or integrity testing that may be required as a condition of employment or continued employment and understand that refusal to submit to such testing during the course of my employment may result in disciplinary action, up to and including discharge. I understand that this application is not and is not intended to be a contract for employment or continued employment. I understand that according to

federal law all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and U.S. citizen status or, if aliens, their legal authorization to work in the U.S. As a consequence, I understand that any offer of employment would be contingent on my ability to produce the required documentation within the time period required by law.

A: Yes

9. Q: Have you attached examples of your written work? This material may include memos, reports or correspondence written by the applicant within the past two years and must be related to your previous or present employment. This material must not exceed six total pages.

A: Yes

Supplemental Questions

1. Q: Do you currently have or are you able to obtain a State of Alaska driver's license within sixty (60) days of employment?

A: Yes

2. Q: Do you have a Bachelor's Degree in Business Administration or Public Administration OR equivalent combination of experience and training?

A: Yes

3. Q: Do you have at least five (5) years of high level administrative or management experience?

A: Yes

4. Q: Are you currently a Certified Municipal Clerk (CMC) from the International Institute of Municipal Clerks (IIMC)?

A: Yes

5. Q: Are you able to obtain a Notary Commission with the State of Alaska within sixty (60) days of employment?

A: Yes

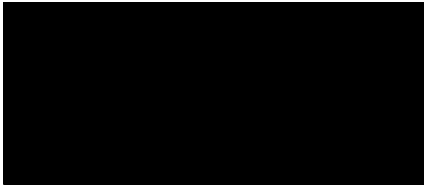
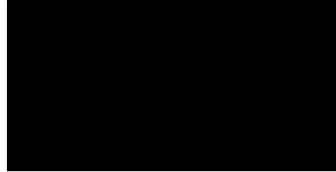
6. Q: Do you have at least five (5) years of management experience with a municipal government?

A: Yes

GLEND A WORSHAM



PERSONAL REFERENCES



Council Meeting

May 3, 2021

7:00p.m.

Call to Order:

The Council Meeting was called to order by Mayor Joseph Kelly at 7:00PM.

1. Prayer – Prayer was led by Betty Clark.
2. Pledge of Allegiance – Pledge of Allegiance was led by Matthew Combs.

Members Present:

Mayor Joseph Kelly, Mayor Pro-Tem Vanessa Martin, Council Member Betty Clark, and Council Member Matthew Combs. Council Member John Walker arrived at 7:17 and left early for an emergency. Matthew Combs left a few minutes early for an emergency, also.

Public Comment Session:

1. Adrian Moore – Mr. Adrian Moore has rented the building next to the post office and wants to open a new business in town called “Household Goods and Moore.” He will sell household goods such as paper towels, toilet paper detergent, etc. He plans to open only on Saturday because he lives in Atlanta. He wants to have a Grand Opening on May 15th and serve fried fish. Vanessa Martin made a motion to give Mr. Moore the business license and open the store “Household Goods & Moore.” Matthew Combs second the motion. Motion was approved unanimously by all members present.
2. Karen Toole – Mrs. Karen Toole came to discuss the rude and illegal treatment of Greg Toole during last month’s meeting. She stated it was held illegally and since then slanderous, untruthful rumors have spread over Climax and that is going to lead to lawsuits being taken out if it does not stop. Mayor Kelly, Council Member Vanessa Martin, and Council Member Matthew Combs apologized for last month and assured Mrs. Toole that would not happen again.
3. Linda Rice – Mrs. Linda Rice is thinking of opening an adult entertainment center here in Climax. City Clerk, Glenda Worsham, stated Mrs. Rice would have to get a state license before we could issue a city business license. Mayor Kelly said he would have to make sure of the legality with our attorney Ben Harrell.

Approval of Minutes

Motion was made by Vanessa Martin to approve minutes as presented from the Regular Scheduled Meeting and Executive Session on April 12, 2021. Motion was second by John Walker. Motion was approved unanimously.

Standing Committee Reports:

- **WATER & SANITATION** – John Walker asked the status on replacement of the fire hydrant that was damaged during the automobile wreck. Mr. Greg Toole stated the company we purchased the new hydrant from sent the wrong parts. As soon as the correct parts are here, he will replace the fire hydrant.
- **STREETS & ROADS** – Vanessa Martin asked for an update of Grace Cooper’s culvert. Greg Toole stated he was waiting for the ground to dry some and he is going to replace the culvert.

- **PARKS & RECREATION** – Matthew Combs made a motion to purchase the new equipment for the Little Park and Parker Park as presented in the handout. Vanessa Martin second the motion. Motion passed unanimously.
- **BUILDING & GROUNDS** – Vanessa Martin asked that we place the bathrooms at Parker Park as High on the Priority List. She stated we may need to hire some help in getting this done.
- **FIRE DEPARTMENT** – No report.

Department Reports:

1. **Fire Department** (Jeff Kelly, Fire Chief) Not Present
2. **Maintenance Department & Water Department** (Greg Toole, Maintenance Superintendent) Greg reported that he was very disappointed in the Council not asking him to come into the meeting last month to hear his side of what took place during the previous month's water emergencies. He discussed the accusation made against him, what he felt was taken out of context, and all the untruthful remarks that were made against him. Mayor Kelly had a long discussion with him after everyone left last month and he answered all his questions. He had to wait a month to tell the rest of the Council what took place and during that month he heard talk all over town that they were going to fire him and hire someone else. This has damaged his reputation and charges can be drawn against those that started these slanderous comments. Mr. Toole brought our list of the City of Climax Chain of Command that was agreed upon in an earlier Council Meeting. He read this Chain of Command and pointed out that this was not followed. He gave a list of projects he had done this month as well as some of his regular monthly duties. He also mentioned to the Council about many different licenses he has to carry with the positions he has here in the City and the training he has to take to keep these licenses, according to the State Regulations.
3. **Finance Department & Clerk Report** (Glenda Worsham, City Clerk) Glenda Worsham reported the February and March Financial and the Income & Expense Reports on these two months are attached. She asked if there were any questions. No questions were asked from the Council.

Unfinished Business:

1. Tiger Den's Door – Greg reported he will purchase the door tomorrow and install it as soon as possible.
2. Little Park Additions – Discussed during Committee Reports.
3. Clinax School Building & Property – We will discuss this at the next Council Meeting.
4. Water Line/Valve Location Devise – Mayor Kelly asked the Council what they wanted to do about the tools Greg Toole stated he needed during last month's meeting to help locate all the water shut-off valves so he can update the water system map. Vanessa Martin made a motion to purchase these devices. Matthew Combs second the motion. Motion was approved by all members still present.

New Business:

1. Flag Day – National Flag Day is June 14, 2021. We will have our Annual Flag Day Celebration this year. It will have to be after this date. We will discuss it further at the next Council Meeting.
2. Decatur County Joint Comprehension Plan – Mayor Joseph Kelly was not able to attend last month's meeting in Bainbridge, so we are going to hold our own public meeting on May 11th at 7:00PM here in the Council Room. All were encouraged to attend.
3. Sunshine Laws – Mayor Joseph Kelly stated he would like to see the Council have a short education time during the next several meetings on the Sunshine Laws and Open Records.

4. Part time Help – Mayor Kelly asked the Council and Mr. Toole if they would think about possibly hiring a part time or seasonal helper to help Greg through the summer and catch up on all the projects that are needed to be done.
5. Municipal Clerk’s Week – Mayor Kelly stated this is National Municipal Clerk’s Week and the City wants to buy her dinner one evening.

Outstanding Bills:

Motion was made by Vanessa Martin to pay all outstanding bills. Betty Clark second the motion. Motion was approved unanimously by all those still present.

Adjourn:

Betty Clark made a motion to adjourn. Vanessa Martin second the motion. Motion was approved by all those still present. Next Regular Scheduled Meeting will be June 14, 2021.

Submitted by:

Glenda Worsham, City Clerk

AGENDA
CITY OF CLIMAX, GEORGIA
REGULAR COUNCIL MEETING
June 14, 2021

- I. CALL TO ORDER:**
1. Prayer
 2. Pledge of Allegiance
- II. ROLL CALL: Members Present**
- III. PUBLIC COMMENT SESSION:**
1. Paul Fryer – American Rescue Plan
 2. Marcus Singletary
 3. Adrian Moore
- IV. APPROVED MINUTES: May 3, 2021, Regular Council Meeting.**
- V. STANDING COMMITTEE REPORTS:**
- Water & Sanitation Service (Matthew Combs & John Walker)
 - Streets & Roads (Vanessa Martin & Betty Clark)
 - Parks & Recreation (Betty Clark & Matthew Combs)
 - Building & Grounds (John Walker & Vanessa Martin)
 - Fire Department (Betty Clark & Vanessa Martin)
- VI. DEPARTMENT REPORTS:**
- Fire Department (Jeff Kelly)
 - Maintenance Department & Water & Garbage Department (Greg Toole)
 - Finance Department & Clerk Report (Glenda Worsham)
- VII. EDUCATION SESSION:**
- Sunshine Laws
- VIII. UNFINISHED BUSINESS:**
1. Tiger’s Den – door
 2. Fire Hydrant – replacement
 3. Water Line Mapping & Locate
 4. Little Park Additions
 5. Climax School Building & Property
- IX. NEW BUSINESS:**
1. Flag Day
 2. PLAN FIRST & Comprehension Plan Update
- X. MOTION TO PAY OUTSTANDING BILLS:**
- XI. MOTION TO ADJOURN: Next Meeting July 12, 2021.**

City Clerk Job Description

City of Climax

Essential duties and responsibilities include the following & other duties as assigned

- Public Relations
- Be Bonded Annually.
- Obtain Certification for Notary Public and maintain records that are required by the State.
- Notarize and file forms with State for Council and Mayor as needed. (It is not my responsibility to make sure they turn in all forms before the due date, but I try to remind them.)
- Record Maintenance & Retention.
- Order or Purchase Supplies as needed.
- Open Record Request as needed.
- Prepare Council Meeting Agenda. Post as required by State.
- Attend all Council Meetings and record and prepare minutes from these meetings.
- Collect and distributive mail as needed. Collect and distribute any forms that Council may need to review or approve.
- Type and Post Council Meeting Minutes within 3 days as required by State.
- Answer telephone. Handle questions, complaints, concerns, etc. as needed.
- Take over-the-phone payments for water bills, property taxes, citations, rental fees, etc.
- Maintain current information of city policies/ordinance and programs and process routine matters within established policies.
- Work with Marshall's Office on Code/Ordinance Violations.
- Apply for Grants as needed.
- Review records/documents which require action and recommend solutions of course of action.
- Receive all applications/petitions made to the City and place them before the Mayor and City Council at the meeting of Council's next succeeding the receipt thereof.
- Receive all collections of fees for taxes, court fines, business licenses, building permits, rental property, etc.
- Have tax bill printed and sent out in a timely manner and post payments.
- Prepare Water & Garbage Bills and mail with Mayor's Minutes, notices, information, etc.
- Prepare Dis-Connect Notices, Door Hanger, etc. as needed.
- Complete Inner Control Register for Accounts Payable, Accounts Receivable, Check Register for all Bank Accounts, Business & Occupational License Register, Rental Register, Property Tax Register and Miscellaneous Tax Register.
- Collect Mail and Process Account Payable and Receivable within established time frame.
- Keep Track of all invoices and pay bills in a timely manner.

- Reconcile Bank Statements and Back-ups on all Bank Accounts. Carry export to Perry Henry's Office Monthly.
- Type needed forms, letters, etc. as needed.
- Handle rental calendar, keys, and records.
- Payroll for employces, Mayor & Council.
- Prepare and send Payroll Taxes monthly and quarterly.
- Maintain annual and sick leave records for all employees.
- Prepare for Worker's Compensation Audit: Employees, Council and Mayor's Payroll, List of Fire Fighters, and Job Descriptions. Copy of W-2's and Payroll Tax Forms.
- Work with GIRMA and GMA on Cities Insurance Policies and Worker's Compensation.
- Maintain Records and Payments for Fire Fighter's Cancer Insurance.
- Prepare for Bi-Annual Audit over all Finance, Invoices, Police Citations, Bank Accounts, Receipt Books, Minutes, Water Reading Records, Inner Control Registers, Accounts Payable, Accounts Receivable, Payroll, Taxes, etc.
- Prepare Annual Budget and present to Council at Budget Work Session. After approval send to Accountant and the State (Local Government Financial Documents).
- Report on at least 4 Surveys: RLGf - Report of Local Government Finances (Dept. of Community Affairs), Local Street Finance Questionnaire, GOMI - Government Management Indicators Survey, and Wage & Salary Survey.
- Maintain City Website.
- Maintain Records for Worker's Compensation Cases.
- Maintain Records for Credit Card Payments.
- Administer Oath's of Office to Mayor, Council Members, Judge, and Attorney.
- Act as Election Superintendent/Registrar when requested.
- Prepare monthly Courtware Reports. Mail to Decatur County Board of Commissioners, Local Crime Victims, Peace Officers Annuity Benefits and Courtware along with any fines collected.
- Prepare Code/Ordinance Violation Form and carry to Marshall's Office. If Citation is written, place on Court Docket, prepare forms, collect fines, etc.
- Perform related work as required or requested by Mayor or Council.
- Attend Training to Achieve Clerk Certification and Government Finance Officer Certification. Attend Required Training to Maintain Certifications.

Position Requirements

- Knowledge of office procedures and practices.
- Knowledge of the principles and techniques of effective verbal and written communication and in a courteous manner with the general public.
- Ability to establish and maintain an effective working relationship with co-workers and City Council.
- Knowledge of and the ability to operate standard office machines.
- Ability to handle cashier duties with basic computer knowledge and skills.
- Ability to prepare correspondence and reports.
- Knowledge/Proficient in general office duties such as filing and typing.
- Ability to work independently.
- Ability to plan, organize, and coordinate work.
- Must have high school diploma or equivalent.
- Should have at least 5 years previous experience in bookkeeping.
- Must have certification as Certified Municipal Clerk.