

CITY OF BELLEFONTAINE NEIGHBORS

JOB TITLE: City Clerk

FLSA STATUS: Exempt

SALARY: Negotiable

JOB SUMMARY:

Official keeper of the city seal, and responsible for all municipal elections. Responsible for Board of Alderpersons packets, attending meetings, taking minutes, preparing all ordinances and resolutions, getting signatures, and attesting all ordinance and resolutions. Distributes ordinance and resolutions and saves for codification and files them in storage vault.

Education/Experience:

Four to five years related experience and/or training and bachelor's degree from a four-year college or university; or equivalent combination of education and experience.

Preferred Education and Experience:

Five to six years related experience and/or training or bachelor's degree from a four-year college or university and one to two years related experience and/or training; or equivalent combination of education and experience.

Other Requirements – Certificates/Licensures

- Bondable.
- Certified to handle voter registration.
- Certified Municipal Clerk (CMC), Missouri Registered City Clerk (MRCC), Preferred
- Valid state driver's license or state ID.
- Must pass criminal history and background checks.

Work Schedule:

Monday through Friday 8:00 AM – 5:00 PM.

Evening meetings (Board of Aldermen, Closed Session, Special meetings).

RESUMES ONLY

Contact: Alderman James W. Thomas, Sr., President of the Board of Aldermen
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