

City & Borough of Wrangell

Position Description

Position: Borough Clerk	Position Number:
Department/Site: City Hall	FLSA: Exempt
Evaluated by: Borough Assembly	Salary Grade: 27

Summary

The Borough Clerk maintains of the City and Borough Codes, and is the custodian of permanent public records, including archives. The position ensures accurate documentation of City/Borough government activity through supporting and recording of the Assembly proceedings and managing the disposition of public records and archives. Provides executive-level assistance to the Borough Manager. Supervises and conducts all City elections.

Distinguishing Career Features

The Borough Clerk is an appointed position as designated by charter. The position combines statutory responsibility for records, official documents, and elections with advanced administrative support to the Assembly and Borough Manager. Advancement to this position is by appointment, compliance with the job's qualifications, and a demonstrated ability to organize official proceedings and processes, and develop and maintain complex record management and retention systems.

Essential Duties and Responsibilities

- Administers the statutory obligations of the Borough Clerk, including but not limited to maintaining the official Seal, serving as the City/Borough's historian and archivist, serving as chief election officer, and developing and implementing a comprehensive records management and archiving system.
- Prepares, reviews, and edit the Borough Assembly meeting agendas, minutes, recollections, transcripts and action letters. Reviews the agenda and documentation package, ensuring completeness and compliance with legal requirements.
- Attends Borough Assembly meetings to assure recording of proceedings and entering of documents into permanent record.
- Serves as custodian of official records and archives including and not limited to codes, ordinances, resolutions, contracts, agreements, deeds, reports, elections, and claims against the City/Borough. Receives and certifies official documents.
- Maintains up-to-date City/Borough codes, properly indexed and referenced. Maintains distribution lists for communication of new, revised and amended codes.
- Receives and files claims and lawsuits against the City/Borough, reviewing, analyzing, and forwarding to the insurance carrier or counsel.
- Serves as elections supervisor for City/Borough. Coordinates and conducts elections. Researches election laws to ensure continuous compliance with legal publication and other requirements for elections. Prepares the handbook of candidate profiles or ballot measures and coordinates printing and mailing. Oversees voter registration. Maintains up-to-date elections statutes for processes such as bond measures, initiatives, referendums and referrals in order to accurately and timely conduct the elections.
- Provides official notification to the community for public hearings and legal advertising of notices.
- Provides advanced administrative and technical support to the Borough Manager and

Assembly. Coordinates and performs certain aspect of special projects on behalf of the top administrative team such as but not limited to organizational, operational and investigative reviews. Maintains professional confidentiality.

- Prepares professional correspondence and reports on behalf of the Assembly and Borough Manager.
- Research City/Borough files, documents, archives, and other materials to provide information to the general public and departments.
- Prepare papers and record liens and easements for City/Borough-owned and privately-owned property.
- Updates and maintains the rules and policy manual for the Borough Assembly. Updates the web pages dealing with Assembly items.
- Certifies official documents as to authenticity for staff, other jurisdictions or citizens, with appropriate verification. Attests the Borough Manager's or the Assembly's original signatures on official documents, and applies the City/Borough Seal as appropriate.
- Acts as liaison between government officials and staff, and between municipality and community.
- Maintains cemetery records.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ **Knowledge and Skills**

- The position requires a working knowledge of the principles and practices of public administration for elected and appointed assembly/commission operations, organization, and work processes.
- Requires specialized knowledge of the principles, legal requirements, and techniques used in records management, including retention scheduling, archiving, storage, public access, and destruction.
- Requires in-depth knowledge of laws, regulations, and codes applicable to the Borough Clerk's areas of responsibility.
- Requires an advanced knowledge of personal computer based software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, desktop publishing, web page editing, and data entry onto custom databases.
- Requires sufficient math skills to perform financial and statistical record keeping. Requires well-developed knowledge of proper English usage, grammar, spelling, and punctuation to prepare professional correspondence.
- Requires well-developed human relations skill to work cooperatively with diverse teams, assign work to others inside and outside the department, speak to diverse audiences in public meetings, exercise patience when dealing with internal and external customers, and convey technical concepts.

▪ **Abilities**

- Requires the ability to plan, sequence, and integrate the functions and processes supporting Borough Assembly proceedings.
- Requires the ability to maintain the City/Borough Code.
- Requires the ability to understand, interpret, explain and apply laws, codes, and regulations applicable to the Borough Clerk responsibilities.
- Requires the ability to organize, interpret, and explain records management, retention and access policies and requirements to officials, managers and the public.
- Requires the ability to edit and update internet web pages for the Assembly. Requires the ability to prepare spreadsheets, graphs, and charts.

- Requires the ability to enter, import, and export data to and from databases. Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines.
- Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City/Borough and its services.
- Requires the ability to develop and maintain productive work relationships with elected and appointed officials.

▪ **Physical Abilities**

- The position incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature.
- Requires ambulatory ability to sit for extended periods of time, to utilize microcomputers and peripheral equipment, accomplish other desktop work, and to move to various campus locations.
- Requires the ability to use near vision to read printed materials.
- Requires auditory ability to carry on conversations in person and over the phone.
- Requires the ability to retrieve work materials from overhead, waist, and ground level files.
- Requires manual and finger dexterity to write, use a pointing device and keyboard at an advanced rate, operate microcomputer, and to operate other standardized office equipment, almost constantly requiring repetitive motions.

▪ **Education and Experience**

The position typically requires a Bachelor's degree in public administration or equivalent and three years of progressive administrative support or records management experience. Additional relevant paralegal or public policy experience and archivist or records management certification may substitute for some higher education.

▪ **Licenses and Certificates**

May require a valid Alaska Driver's License.

▪ **Working Conditions**

Work is performed indoors where minimal safety considerations exist.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.