

# City of Santa Fe, New Mexico

P.O. Box 909, 200 Lincoln Ave  
(505) 955-6597 Fax (505) 955-6810

[www.santafenm.gov](http://www.santafenm.gov)



**POSITION TITLE** City Clerk (41)  
**DEPARTMENT** General Government  
**PERIOD TO APPLY:** 3/16/2018-4/16/2018  
**SUPERVISOR:** City Manager

**SALARY RANGE:** \$31,384-55,523 (P)  
**FLSA/UNION STATUS:** Exempt/Nonunion  
**POSITION STATUS:** Exempt/Full-Time  
**LOCATION:** City Hall

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## GENERAL PURPOSE

Performs a variety of routine administrative and complex clerical duties as needed to expedite and coordinate the statutory duties related to the office of City Clerk, including official meeting minutes, elections coordination and government records management and access.

## SUPERVISION RECEIVED

Works under the general supervision of the City Manager.

## SUPERVISION EXERCISED

May provide close to general supervision to clerical support staff.

**ESSENTIAL FUNCTIONS**(A position may not include all of the duties listed, nor do the listed examples include all duties that may be found in a position of this class).

Performs general administrative duties and manages office reception area; assists to provide first contact assistance to the general public and determines the need to pursue further assistance with city officers; may coordinate scheduling with Mayor, City Council and City Manager; prepares correspondence, memos and related communications for executive personnel; takes dictation and transcribes letters, memos, etc.; composes communications as requested; acts as notary public.

Serves as custodian of City Seal; acts as notary republic, attends City Council meeting; takes minutes for official legislative or executive meetings of the city; records, publishes and files new ordinances and resolutions; secures and attests to signatures on official documents and contracts; maintains permanent hard copy records of minutes; maintains permanent record of all original documents, copies and reference books of resolutions and ordinances; administers and processes the filing and releasing of liens for the city as prescribed by state law.

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.

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 and collects payment for document copying services; establishes and monitors retention schedules on documents and assures timely archiving or purging of record according to law, ordinance or practice.

Coordinates with other departments as needed to prepare materials and organizes packets for City Council meetings; monitors packet materials and assures timely receipt and distribution of the same; may communicate with individuals allocated time on council agenda to confirm attendance; notifies press and advertises agenda according to legal requirements.

Attends staff and administrative meetings (i.e., Economic Development, City Council, RDA, etc.) to take minutes and/or monitor recording of deliberations; transcribes minutes and maintains official minute record; prepares minutes for review and approval; computer imports minutes into permanent records, files and cross-references; maintains permanent hard copy staff records.

Maintains calendar; schedules and coordinates meetings and appointments; apprises managers of activity schedule showing events, activities, committee meetings, public hearings, staff meetings etc.; follows up on appointment schedules as needed to verify appointment and meeting commitments.

Performs related duties as required.

## MINIMUM QUALIFICATIONS

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## **EDUCATION AND EXPERIENCE:**

Graduation from high school plus two (2) years of specialized training in general office practices and procedures, PC operation and various software applications;

## **AND**

Four (4) years of responsible experience related to above duties; two years of which is preferred at the executive assistant level;

## **OR**

An equivalent combination of education or experience.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

**Considerable knowledge of** modern office practices and procedures; laws governing records retention, archiving, management and access (GRAMA); coding, classifying, and indexing methodology related to recording city ordinances, laws, contracts, documents; filing systems (alpha and numeric), recording and filing procedures and methodologies; letter composition, grammar, spelling and punctuation; operation of word processor terminal; operation of standard office equipment; basic mathematics; interpersonal communication skills and telephone etiquette; basic public relations.

**Ability to** communicate effectively, verbally and in writing; work independently in meeting various time deadlines and work pressures; perform basic mathematical calculations; maintain strict confidentiality related to sensitive administrative information; operate personal computer (WINDOWS) in utilizing various programs (Microsoft Word, Excel, Publisher, etc.) to produce or compose formal documents, reports and records; operate standard office equipment; develop effective working relationships with supervisors, fellow employees, and the public.

## **SPECIAL QUALIFICATIONS:**

## **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, but do require frequent walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity required for many tasks. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking and guided problem solving.

## **ADA/EEO Compliance**

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

## **VETERAN'S HIRING INITIATIVE**

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department (HRD) has implemented a Veterans' Hiring Initiative policy in order to provide opportunities for veterans who meet or exceed the minimum qualifications for city employment to obtain City employment. The Governing Body does not guarantee that a veteran shall be hired for the position being applied for, only that the veteran will be given an interview; and, it does not intend to supersede or modify any collective bargaining agreement that is currently in place with the City of Santa Fe.

**Job applicants who are veterans who have an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veteran Certification Form to identify themselves and then must attach a copy of their DD214 or DD215 and/or their proof of current Active, Guard or Reserve enlistment in order to certify their status.**