

# State College Borough Municipal Clerk Job Description



**REPORTS TO:** Borough Manager  
**ROLE & LEVEL:** L2

**DEPARTMENT:** Administration  
**FLSA STATUS:** Exempt

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## **WORK OBJECTIVE:**

The Municipal Clerk is responsible for maintaining the official records of the Borough. Provides administrative support to the Borough Manager. Provides general direction and supervision of Administration Department clerical staff. Work is performed under limited supervision with considerable latitude in the use of initiative and independent judgment. Position relies on experience and exercises independent judgment to determine the best approach by using and interpreting policies and procedures.

## **EXAMPLES OF ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Attends Council meetings and takes, transcribes and records minutes; reviews minutes of work sessions for accuracy, style and consistency; maintains official minute books in accordance with all applicable laws; retrieves information as needed
- Records, files and arranges for publication of municipal ordinances in accordance with all applicable laws and regulations
- Acts as the open records officer on behalf of the Borough Manager
- Maintains the Borough's records system and keeps up-to-date records of business agreements, labor contracts, minutes of various meetings, correspondence and other documents; retrieves information as requested by Council, staff and citizens
- Executes all documents required to be executed by the Secretary; has custody of the official seal and applies it to all official documents on behalf of the Borough
- Works independently to meet essential deadlines and legal requirements for meeting notices and advertisement of ordinances, ordinance codification, etc.; posts and arranges for publication of notices of public meetings in accordance with legal requirements; advises other staff members of legal requirements upon request
- Codifies Borough ordinances and records and indexes resolutions
- Receives and responds to requests for information and documents from Borough employees and the public; ensures compliance with Open Records Rules and Regulations
- Maintains a list of names and addresses of all elected and appointed officials; sends appropriate agendas and other materials to the same
- Prepares Manager's correspondence and reports using audio transcription software

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## Municipal Clerk

### Job Description



- Distributes financial interest statements in accordance with law; maintains files for completed statements
- Prepares meeting agendas and supporting material

#### **Supervision:**

- Reviews and evaluates work methods and procedures and meets with management staff to identify and resolve problems
- Assesses and monitors workload, identifies opportunities for improvement and implements changes
- Selects, trains, motivates, and evaluates personnel; provides or coordinates staff training; works with employees to correct deficiencies; and implements discipline and termination procedures
- Oversees and participates in the development of organization-wide and administration of various departmental budgets; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary

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

- Advanced knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, transcription, and other office procedures and terminology
- Skill in the use of Microsoft Office products (Word, Outlook, and Excel)
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to maintain strict confidentiality of sensitive employee and organization information at all times
- Ability to consistently exercise discretion and independent judgment in the performance of the job
- Ability to manage time and workload effectively which includes planning, organizing, and prioritizing with attention to details
- Ability to learn to codify ordinances in accordance with the established system
- Ability to communicate effectively, verbally and in writing

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## **MINIMUM QUALIFICATIONS:**

Associate's Degree supplemented by three or more years' administrative experience; or an equivalent combination of education, certification, training, and/or experience. Must obtain the Certified Municipal Clerk designation within three years of hire date.

**In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions in order to perform this job successfully.**

## **PREFERRED QUALIFICATIONS:**

- Bachelor's degree in public administration or related field

## **PHYSICAL REQUIREMENTS:**

Depending on functional area of assignment, tasks involve the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Tasks may involve extended periods of time at a keyboard or work station and extended periods of time standing and/or walking.

## **ENVIRONMENTAL REQUIREMENTS:**

Tasks are regularly performed inside without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

## **SENSORY REQUIREMENTS:**

Tasks require sound and visual perception and discrimination. Tasks require oral communications ability.

**State College Borough  
Municipal Clerk  
Job Description**



The job description does not constitute an employment agreement between State College Borough and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

State College Borough is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, State College Borough provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.**

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Supervisor's Name (print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date