

Job Title: City Clerk
Department: Administration
Closing Date: Open until filled

Application: Qualified and interested applicants should complete a City of Tallapoosa Employment Application available on the City Website: <https://www.tallapoosaga.gov/download-pages/application-for-employment/>

Or pick up an application at Tallapoosa City Hall, 25 E Alabama Street, Tallapoosa, GA 30117. Resumes can be attached to the application.

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THE CITY OF TALLAPOOSA IS ACCEPTING APPLICATIONS FOR THE POSITION OF CITY CLERK. THIS POSITION IS RESPONSIBLE FOR SERVING AS CUSTODIAN OF ALL LEGAL DOCUMENTS FOR THE CITY.

MAJOR DUTIES:

- PREPARES AND ISSUES PROPERTY TAX BILLS, COLLECTS AND POSTS TAX PAYMENTS, AND EXECUTES DELINQUENT TAXES.
- SIGNS, CERTIFIES AND PRESERVES ALL CITY ORDINANCES, RESOLUTIONS, CONTRACTS, REPORTS, AND OTHER DOCUMENTS; MAINTAINS FILES OF CITY DOCUMENTS.
- SERVES AS OFFICIAL SECRETARY FOR THE CITY COUNCIL: RECORDS AND PRESERVES OFFICIAL MEETING MINUTES AND OTHER OFFICIAL DOCUMENTS, RECEIVES LEGAL SERVICE OF PAPERS, AND MAINTAINS AND INTERPRETS RECORDS ACTIONS FOR THE CITY.
- PREPARES MONTHLY UTILITY BILLS, INCLUDING PROCESSING ALL CHANGES TO CUSTOMER ACCOUNT FILES.
- MAINTAINS A CURRENT LIST OF GAS AND WATER ACCOUNT DEPOSITS; APPLIES DEPOSITS TO FINAL BILLS AND PREPARES DEPOSIT REFUNDS.
- MAINTAINS FILES ON RECREATION ACTIVITY ACCOUNTS, INCLUDING PREPARING LISTS OF CURRENT AND CANCELED ACCOUNTS.
- MAINTAINS RECORDS ON GARBAGE COLLECTION ACCOUNTS; REVIEWS MONTHLY BILLS FOR ACCURACY AND NOTIFIES

GARBAGE CONTRACTORS OF REQUIRED CHANGES IN CUSTOMER SERVICE.

- SERVES AS GROUP HEALTH INSURANCE OFFICER FOR THE CITY; PROCESSES NEW ENROLLMENT AND CANCELLATIONS, PREPARES MONTHLY BILLS, AND ASSISTS EMPLOYEES WITH FILING CLAIMS.
- PROVIDES INFORMATION REGARDING CITY GOVERNMENT ACTIVITIES TO THE GENERAL PUBLIC.
- SERVES AS SECRETARY FOR THE CITY PENSION PLAN; MAINTAINS ALL RETIREMENT RECORDS AND COMPLETES ALL FORMS FOR ENROLLMENT, RETIREMENT, DISABILITY, AND OTHER CHANGES IN STATUS.
- MAINTAINS ALL CITY PERSONNEL RECORDS, PREPARES EVALUATION FORMS, AND MAINTAINS FILES ON THE DRUG-TESTING PROGRAM.
- FILES WORKERS' COMPENSATION CLAIMS.
- SERVES AS CUSTODIAN OF THE CITY SEAL
- BE PROFICIENT IN COMPUTER OPERATIONS AND USAGE – KNOWLEDGEABLE IN WORD, EXCEL PUBLISHER, POWERPOINT, FACEBOOK, WEBSITE MAINTENANCE AND AGENDA/MINUTES MANAGEMENT SOFTWARE.

QUALIFICATIONS INCLUDE: HIGH SCHOOL DIPLOMA OR EQUIVALENT, BACCALAUREATE DEGREE IN APPLICABLE STUDY, AND THREE TO FIVE YEARS EXPERIENCE IN SIMILAR POSITION PREFERABLE. MUST BE PREPARED TO ATTEND REQUIRED TRAINING AND TO OBTAIN THE CERTIFIED MUNICIPAL CLERK STATUS.

APPLICATION PROCESS CLOSURES WHEN THE POSITION IS FILLED.