

**CITY OF NORWALK**  
An Equal Opportunity Employer  
**POSITION DESCRIPTION**

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**Position Title:** COUNCIL CLERK  
**Classification Specification:** 10202 Council Clerk

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<b>Office/Division:</b>	Council	<b>Employment Status:</b>	Part-Time
<b>Reports To:</b>	Council President	<b>Civil Service Status:</b>	Unclassified
	Director of Safety/Service	<b>FLSA Status:</b>	Non-Exempt

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### QUALIFICATIONS

1. completion of secondary education supplemented by experience in business office systems

### LICENSURE OR CERTIFICATION REQUIREMENTS

Must possess and maintain a Notary Public Commission for the State of Ohio.

Must possess a State of Ohio motor vehicle operator's license, plus must remain insurable under the City's vehicle insurance policy.

### MINIMUM ACCEPTABLE CHARACTERISTICS (\* Indicates developed after employment)

#### Knowledge of:

1. city government structure and process\*
2. grammar, punctuation, and spelling

#### Ability to:

1. communicate effectively
2. follow detailed instructions
3. take and transcribe accurate minutes
4. develop and maintain effective working relationships with elected officials and the general public
5. prepare and maintain accurate documentation
6. calculate fractions, decimals, and percentages

#### Skill in:

1. operation of standard business office equipment and software

### ESSENTIAL FUNCTIONS OF THE POSITION For purposes of 42 USC 12101

1. Attends Council meetings, reads legislation, takes minutes, and transcribes Council proceedings; prepares and distributes copy of agenda for meetings.
2. Records legislation in journals and distributes copies of legislation to appropriate departments or divisions; maintains and updates codification of ordinances for City.
3. Prepares legal and public notices for publication.
4. Performs other related clerical duties.
5. Attends meetings as clerk of other City boards and committees as assigned.
6. Provides clerical and administrative duties for other City departments as assigned.

### OTHER DUTIES AND RESPONSIBILITIES

1. Performs other duties as assigned.

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**EQUIPMENT OPERATED**

1. standard business office equipment

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS**

1. exposure to chemicals found in an office environment
2. occasional work at computer terminal for long periods of time
3. occasional hostility from the general public

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent.