

City of Mentor-on-the-Lake

JOB DESCRIPTION

Assistant Clerk of Council

FUNCTION:

The Assistant Clerk of Council provides backup to the Clerk of Council on **an as needed basis**.

DUTIES AND RESPONSIBILITIES:

Assistant Clerk to the City Council generally performs as needed, including the following tasks and assignments:

- Attend semi-monthly (as needed) meetings and responsible for maintaining a permanent record of proceedings and official actions of City Council meetings, including press notifications and compiling minutes.
- Up to two council meetings and two agenda meetings per month, in addition to preparing the official minutes and recap of council meetings.
- Prepare and distribute formal notices, certified copies of resolution and ordinances, and the agenda and minutes.

QUALIFICATIONS:

Minimum – High School Diploma

Computer knowledge mandatory.

Must be reliable and willing to report as needed.

Strong clerical skills a must.

Other:

Pay Range: \$15.00 per hour, 4 hour minimum per occurrence