

City of Belle Meade

Job Description

Job Title: City Recorder
Reports To: City Manager
Supervises: None
FLSA Status: Non-Exempt

I. Summary: Under general direction, provides administrative and clerical support for the City Manager and other City employees, including billing and collection of property taxes, maintaining all official City records, and receiving and referring telephone calls and visitors.

II. Essential Job Duties

1. Provides General Clerical Support

- Prepares and processes correspondence, reports, work orders, and other documents as needed for City Manager, Building Official, Public Works Director, and Commissioners.
- Maintains files; researches parcel numbers, addresses, etc.
- Maintains and updates the citizen mailing list on database. Assists with preparation of monthly citizen newsletter.
- Accepts payment for various fees, prepares receipts and bank deposits; posts daily receipt batches to accounting software.
- Maintains Petty Cash account.
- Updates City website with agendas, meeting minutes, legislation, weekly safety reports and any other information as needed.
- Responds to questions from the public concerning general City matters, and other issues as qualified; refers citizens to appropriate staff member as needed.

2. Supports Board of Zoning Appeals, Building Code Appeals, Municipal Planning, and Commissioner Meetings

- As directed, prepares agendas for meeting; assembles, verifies, and organizes information and materials to be distributed at meetings.
- Ensures there is a quorum for meetings, scheduling alternates if needed.
- Takes minutes of meetings; prepares record of minutes for approval.
- Prepares and distributes approved orders and ordinances; obtains required signatures; prepares & publishes legal public notices for advertisement.

3. Administers Billing & Collection of Property Taxes & Stormwater fees

- Mails property tax bills generated by Metro Nashville Government; logs mailing.
- Prepares and mails letters to current and delinquent taxpayers with outstanding balances.
- Accepts property tax and stormwater user fee payments; prepares receipts and posts to database.
- Responds to property tax related questions from the public.
- Updates Access database with payments.
- Handles request from mortgage companies and others regarding status of tax payments.

4. Maintains Official City Records

- Responsible for the custody of the City seal.
- Responsible for all official records and provides certified copies of records, papers, and documents in his/her office.
- Maintains official copy of City Code Book; schedules routine codification of Code Book and updates all Code Book copies as needed.
- Maintains list of all approved Ordinances and Resolutions.

5. External Reporting

- Completes certified tax rate report, worker's compensation reports, OSHA reports and other miscellaneous reports for state and federal agencies or officials.

6. Serves as Office Receptionist

- Answers telephone and greets visitors, responds to requests for information, refers individuals to other City staff if needed.
- Distributes information to City employees regarding various City policies and procedures.

III. Other Job Duties

Performs other job duties as assigned, including:

- Assists Court Clerk in receipting payment of fines when Court is in session; enters data in computer system; performs routine duties of Court Clerk in the absence of the Court Clerk.
- Serves as Notary Public.
- Ensures proper operating condition of computer terminals, photocopiers, facsimile machines, telephones, postage meter, and other office equipment; performs routine user adjustments; calls vendors for service as needed, monitors fund balance in postage meter.
- Prepares census reports for federal government as required.

IV. Primary Job Challenges

Primary challenges of this position include tracking and adhering to schedule for property tax billings and related follow-up letters, state and federal required reports, Board of Zoning Appeals, Board of Building Code Appeals, Planning Commission, and Board of Commissioners meeting deadlines, and knowledge of the law regarding maintenance and processing of City records.

V. Equipment Operated

- City vehicle
- Office machinery

VI. Competencies Required

Competencies important for successful job performance include:

- Knowledge of State laws and City ordinances, rules and regulations.
- Knowledge of modern office procedures.
- Knowledge of Microsoft Word, Excel, Access.
- Knowledge of the application of accounting principles as related to municipal finance.
- Ability to establish and maintain effective working relationships with the public, subordinates and other employees. Contact with the public and staff members, in a variety of situations, is frequent.

VII. Physical Requirements and Work Environment

The incumbent works in an office environment.

VIII. Qualifications

Education and Experience: The required knowledge, skill, and abilities to satisfactorily perform job duties are normally acquired through graduation from high school and a minimum of two years of clerical, administrative, and/or accounting experience.

Required Certifications: State Certification for Municipal Clerk and Recorder; Bonded Notary Public