



City Recorder

Apply by: 5:00 pm. Wednesday, May 29, 2024

Status/Hours: **Full-Time 40+ hours per week**
Department: **City Manager's Office**
Wages: **\$ 6,157 per month, FLSA Exempt**
Benefits: **Excellent Benefits**

The City of Cornelius is recruiting for a full-time City Recorder who will plan, manage, oversee, and direct the services of Clerk of the City Council, Records Manager, Contract Management, and Elections Officer. The person in this position will coordinate activities with other City officials, departments, outside agencies, organizations, and the public; provide administrative and confidential staff support to the City Council, City Manager, and Assistant City Manager. Attendance is required for all City Council meetings, including executive sessions, and Budget Committee meetings. This person will also support the management of the Planning Commission, including minutes, and attend meetings as needed. In addition, they will provide support to the City's business operations, which may include but not be limited to payroll, accounts payable, accounts receivable, utility billing, and assistance with special events. Bilingual applicants are strongly encouraged to apply.

QUALIFICATIONS:

- Any combination of training and experience, which would provide the required knowledge, skills and abilities, to perform the essential functions in the *Position Description* may be qualifying. A typical way to obtain the required qualifications would be:
- **Education:** High school (or equivalent), supplemented by additional specialized training/education in public administration and/or office practices. Fluency in Spanish language desirable.
- **Experience:** Two years of experience performing similar duties in an office environment.

LICENSING/SPECIAL REQUIREMENTS:

- Ability to achieve certification as a Master Municipal Clerk.
- Possession of, or ability to obtain within 6 months of employment, a State of Oregon Notary Commission is required.

Please review the position description for the full scope of duties and responsibilities and the required knowledge, skills and abilities.

How to Apply: Submit a completed City of Cornelius application, résumé, and cover letter to recruitment@corneliusor.gov or deliver to City Hall, 1355 N Barlow Street, Cornelius, OR 97113 by 5:00 pm Wednesday, May 29, 2024.

City of Cornelius

Classification Description

Job Title: City Recorder
Department: City Manager's Office
Reports To: City Manager

Class:
FLSA Status: Exempt
Representation: Non-Represented
Date: April 2024

This description covers the most significant essential and auxiliary duties performed by the position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

Position Summary:

Under administrative direction of the City Manager, plans, manages, oversees, and directs the services of Clerk of the City Council, Records Manager, Contract Management, and Elections Officer. Coordinates activities with other City officials, departments, outside agencies, organizations, and the public; provides administrative and confidential staff support to the City Council, City Manager, and Assistant City Manager. Attends all City Council meetings, including executive sessions, and Budget Committee meetings. Supports the management of the Planning Commission, including minutes, and attends meetings as needed. In addition, provides support to the City's business operations.

Key Distinguishing Characteristics:

The City Recorder performs the full range of city recorder functions, requiring specialized knowledge and the use of judgment to determine actions within the limits of codes, regulations, standards, and accepted practice. Works with confidential information in support of executive leadership. Completes assigned tasks independently, referring questionable cases to supervisor.

Supervision Exercised:

Supervision of others is not a typical function assigned to this position. May provide training and orientation to newly assigned personnel, and may assign work to temporary workers.

Examples of Duties - Essential Functions:

The following tasks are typical for this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

- Assist with development and implementation of department goals, objectives, policies and procedures; reviews and evaluates work methods and procedures for improving organizational performance, enhancing services and meeting goals.
- Provide administrative and confidential support to the City Manager, Assistant City Manager, and City Council. Types and edits a variety of correspondence, including contracts, agreements, letters, forms, memos, agendas, minutes, staff reports, monthly reports, and other materials as directed.
- Perform duties as Clerk of the City Council, including coordinating, preparing, and distributing the City Council agenda, meeting all legal requirements, and maintaining the official records of the proceedings, including tracking pending Council items, processing Council actions and signing all official City documents. Ensure all action items are assigned and staff are aware of deadlines. Notarize and certify

documents, update the Cornelius Municipal Code, advise departments for compliance with requirements of open meeting law, review content of information submitted to the Council, serve under direction of the City Manager as a liaison to the Mayor and Council, and administer the oath of office to elected and appointed officials.

- Respond to requests for information regarding the intent of instructions, precedents, and regulations; interpret City policies, rules and regulations in response to inquiries which often require the use of independent judgement and the understanding of policies and procedures.
- Participate in the preparation of a variety of records and reports ensuring timeliness, accuracy and compliance with appropriate laws, ordinances, and regulations.
- Perform duties of the City Records Manager in administering City records, including advising City departments relative to compliance with requirements of the Oregon State Archives and retention schedule. Record official documents with appropriate agencies. Oversee scanning and quality control inspection of official city documents.
- File and maintain filing system for ordinances, resolutions, minutes and contracts. Oversee the process for codifying new ordinances. Assist in preparation of ordinances, resolutions, and contracts.
- Perform duties as the City Elections Officer, including coordinating official notifications and communicating with County and State offices, providing information and ensuring compliance with City, County and State requirements to candidates and campaign committees, certifying City candidates to County elections, issuing candidates certificates of election as required, coordinating City measures to be submitted to City voters within the filing deadlines, assisting with the development of ballot titles, posting election notices as prescribed by the City Charter, and notifying the State if election violations occur.
- Support coordination of meetings, conferences, civic functions, and special events.
- Maintain knowledge of overall City and departmental organization, responsibilities, and activities.
- Assist in updating the city's website, as well as City policy and procedure documents.
- Maintain and organize confidential and sensitive documents.
- Provide notary public services to internal and external customers.
- Oversee all aspects of the Business License and Liquor License programs for the City. Coordinate the annual license renewal processes.
- Assist with the business operations of the City, which may include but not be limited to payroll, accounts payable, accounts receivable, utility billing and customer service.
- Contribute to a positive work environment; maintain effective and cooperative working relationships with those encountered in the performance of duties including employees, elected officials, other organizations, and the public.
- Follows all safety rules and procedures.
- Maintains regular, predictable attendance and punctuality.
- Performs other directly related duties consistent with the role and function of the classification.

Minimum Qualifications:

Minimum Education/Experience Requirements:

Any combination of training and experience, which would provide the required knowledge, skills and abilities, to perform the essential functions of the position, may be qualifying. A typical way to obtain the required qualifications would be:

- High school (or equivalent), supplemented by additional specialized training/education in public administration and/or office practices.

AND

- Two years' experience performing similar duties in office environment.

Licensing/Special Requirements:

- Ability to achieve certification as a Master Municipal Clerk.
- Possession of, or ability to obtain within 6 months of employment, a State of Oregon Notary Commission is required.

Knowledge, Skills and Abilities Required:

Knowledge of:

- Administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Knowledge of Public Records Law and rules and regulations applicable to public meetings.
- Ability to accurately record and maintain records.
- Knowledge of modern records management techniques, including legal requirements for recording, retention and disclosure.
- Knowledge of City policies and processes to explain to the public, research technical and general information and communicate the findings in a clear and concise manner; ability to establish and maintain effective working relationships with employees and other department officials and the public.

Skill in:

- Verbal and written communications, interpersonal relations, and customer service.
- Learning and application of relevant laws, ordinances, rules, regulations, principles, and techniques.
- Operating personal computers, computer hardware and software applications, including necessary software applications.
- Organizing work and priorities to meet assigned deadlines.
- Communicating sensitive information with judgment and tact.

Ability to:

- Communicate effectively, both orally and in writing.
- Work independently with initiative, to complete assigned tasks on schedule.
- Effectively operate modern office equipment, computer systems and computer applications, with speed and accuracy.
- Maintain confidentiality and handle sensitive information with discretion.
- Accurately maintain records, reports, and statistical data.
- Make independent decisions in accordance with established policies and procedures.
- Interpret and apply applicable Federal, State and local policies, laws and regulations.
- Establish and maintain effective working relationships with those contacted in the course of work.

Working Conditions

Work Environment:

The duties for this job will be performed primarily in an office environment with adequate lighting, moderate noise levels, controlled temperature and ventilation conditions, and rare to no direct exposure to hazardous conditions. Employee may interact in difficult interpersonal situations with staff, public, and external representatives. Where required for compliance with city policy and/or OSHA standards, employee will utilize proper protective equipment.

Physical Demand/Manual Dexterity:

The duties for this job require mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification, although some work may require walking outdoors between work / office locations. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 40 pounds as well as stand, sit, use hands for fine manipulation, handle or feel and reach with hands and arms. The employee may occasionally climb stairs. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus, and peripheral vision.

The physical demands and work environment described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Management is receptive to receiving requests from employees for accommodations related to disability, will engage in the interactive process with employees who make such requests and, where accommodation is needed and reasonable, is committed to providing accommodation, unless doing so would impose an undue hardship on the operation of the City.

April 2024

Application for Employment

City of Cornelius provides equal employment opportunity to all qualified employees and applicants, without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran’s status, or any other status protected by applicable federal, Oregon, or local law. Our Equal Employment Opportunity policy applies to all aspects of the employment relationship including, but not limited to, recruitment, hiring, compensation, promotion, demotion, transfer, disciplinary action, layoff, recall, and termination of employment. To claim veterans’ preference in hiring, complete the Veteran’s Preference Form and submit it with the required documentation at the time you submit this application.

THIS APPLICATION WILL BE CONSIDERED FOR THIS SPECIFIC JOB. IT WILL NOT BE RETAINED FOR FUTURE POSITIONS. IF YOU DESIRE TO BE CONSIDERED FOR A POSITION AT A FUTURE TIME, YOU MUST FILE A NEW APPLICATION. IF HIRED, THIS APPLICATION WILL BECOME PART OF YOUR PERMANENT PERSONNEL FILE. PLEASE PRINT OR TYPE. YOUR APPLICATION MAY NOT BE CONSIDERED IF INCOMPLETE OR SUBMITTED PAST AN ESTABLISHED DEADLINE.

Position				
Position Applying For		Available Start Date	Today's Date	
Personal Information				
Name				
Address		City	State	Zip
Phone Number	Mobile Number	Email Address		
Are you able, at the time of employment, to submit verification of your legal right to work in the United States? Yes <input type="checkbox"/> No <input type="checkbox"/> (Proof of identity will be required upon employment)				
Education	List any colleges, military, trade, business or other schools attended.			
Do you have a high school diploma or GED Certificate? Yes <input type="checkbox"/> No <input type="checkbox"/>				
School Name	Location	Diploma/Degree	Major/Minor	Did you Graduate?
Certificates & Licenses		List any professional license, registration, or certificate required or preferred for the position.		
Type	Issuing Agency	Date Issued	Date Expires	

References

Name	Title	Company	Phone

Employment History

This information in this section will be used to determine if you meet the minimum qualifications as outlined in the job announcement. List ONLY the job(s) (paid, military or volunteer) where you obtained the experience that qualifies you for the job. Clearly describe all of your duties, starting with your most recent job. Resumes will be accepted only if required on the job announcement and will not be accepted in place of a completed application. If you need additional space, attach a separate sheet.

Employer (1)	Job Title	Dates Employed	
Address	City	State	Zip
Supervisor Name	Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reason for leaving		Full or Part time-Hours worked Weekly:	
Duties			
Employer (2)	Job Title	Dates Employed	
Address	City	State	Zip
Supervisor Name	Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reason for leaving		Full or Part time-Hours worked Weekly:	
Duties			

Employer (3)	Job Title	Dates Employed	
Address	City	State	Zip
Supervisor Name	Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reason for leaving		Full or Part time-Hours worked Weekly:	
Duties			

Employer (4)	Job Title	Dates Employed	
Address	City	State	Zip
Supervisor Name	Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reason for leaving		Full or Part time-Hours worked Weekly:	
Duties			

Certification & Signature

I hereby certify that all statements made in this application are true, and I agree and understand that any statement that is false, fraudulent, or misleading in this application or attached material, during the interview or screening process, or discovered in the course of any employment-related process (post hire) may result in the revoking of a job offer or termination of employment.

- I certify that all statements contained herein are true and complete.
- I understand that I must provide proof I am authorized to work in the United States, in accordance with federal law, if I am hired.
- I authorize the employing agency to verify the employment and education information provided in this employment application.
- I authorize my driving record to be checked if the position for which I am applying requires driving.
- I understand and agree to be subjected to a pre-employment drug screening and criminal history background check, if applicable.

Signature: _____ Date: _____

Veterans' Preference Form (ORS 408.230)

Veterans who meet the minimum qualifications for a position open for recruitment may be eligible for preference in employment under Oregon law. If you are a Qualified Veteran or Qualified Disabled Veteran and would like to be granted preference in the selection and hiring process for a specific posted job, please fill out this Veterans' Preference Form and provide proof of eligibility by submitting a copy of form DD-214 or 215 (copy 4). This completed form and required supporting documentation must be submitted with your application in order for consideration for Veterans' Preference.

Qualified Veteran Questions: *Veterans' preference may be claimed if you check at least one of the boxes below and provide proof via form DD-214 or 215 (Copy 4)*

ORS 408.225(f) – I served on active duty with the Armed Forces of the United States:

- For a period of more than 90 consecutive days beginning on or before January 31, 1955, and was discharged or released under honorable conditions
- For a period of more than 178 consecutive days beginning after January 31, 1955, and was discharged or released from active duty under honorable conditions
- For a period of 178 days or less and was discharged or released from active duty under honorable conditions because of a service due to a service related disability
- For a period of 178 days or less and was discharged or released from active duty under honorable conditions and have a disability rating from the United States Department of Veterans Affairs
- For at least one day in a combat zone and was discharged or released from active duty under honorable conditions
- And received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from active duty under honorable conditions
- And am receiving a nonservice – connected pension from the United States Department of Veterans Affairs

Qualified Disabled Veteran Questions: *Additional preference may be claimed if you check at least one box below and provide proof of eligibility via a copy of DD214 or 15, Copy 4, and a public employment preference letter from the United States Department of Veteran's Affairs (letter may be requested by calling 800-827-1000)*

- I am entitled to disability compensation under laws administered by the United States Department of Veterans Affairs; or
- I was discharged or released from active duty for a disability incurred or aggravated in the line of duty; or
- I was awarded the Purple Heart for wounds received in combat.

I hereby claim Veterans' Preference, have attached proof of eligibility as directed and certify that the above information is true and correct. I understand that any false statements may be cause for my disqualification, or dismissal, regardless of when discovered.

Signature: _____ **Date:** _____

Position Applied For: _____

This form and supporting documentation must be received by the Human Resources Department no later than the closing time and date of the job posting. If you have any specific questions please contact Human Resources.

City of Cornelius*1355 N Barlow Street*Cornelius, OR 97113
(503) 357-9112 or recruitment@corneliusor.gov

CITY OF CORNELIUS
APPLICANT AUTHORIZATION FOR REFERENCE CHECKS

I hereby authorize my past employers to release information to the City of Cornelius regarding my employment. This release of information covers my employment record in general, including information on the following questions:

1. Dates of employment
2. Position(s) held
3. The quality and quantity of my work
4. My attendance habits (excluding workers' compensation, pregnancy, disability FMLA and other protected absences)
5. My relationship with co-workers, supervisors and managers
6. My attitude toward work (cooperative? positive? etc.)
7. Reason for leaving and eligibility for rehire (would the employer rehire if they had to do it all over again?)
8. Strong and weak points
9. Willingness to comply with policies and standards
10. Whether I have had outbursts of temper, threatened, provoked fights with or assaulted others, engaging in hostile or violent behavior
11. Other relevant information regarding my performance, skills, ability, suitability for employment sought, etc.

I agree that all former employers who provide such information are indemnified and released from liability arising from such disclosures. I also understand that if I do not sign this Authorization, my application will be rejected.

Print Name

Signature

Date