

<b>Job Title:</b>	City Clerk	<b>Job Category:</b>	Administration
<b>Location:</b>	Harris, MN	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>	\$17-\$25 per hour	<b>Position Type:</b>	Part time (24hrs a week)
<b>HR Contact:</b>	HR Contact	<b>Date Posted:</b>	12/5/2025
<b>Will Train Applicant(s):</b>	Will Train Applicant(s)	<b>Posting Expires:</b>	Open until filled
<b>External Posting URL:</b>	<a href="https://harrismn.com/employment-opportunities">https://harrismn.com/employment-opportunities</a>		
<b>Applications Accepted By:</b>			
<b>EMAIL:</b> <a href="mailto:CLERK@HARRISMN.COM">CLERK@HARRISMN.COM</a> Phone: 651-674-7546		<b>MAIL: CITY OF HARRIS</b> 43970 Ginger Ave. PO Box 111 Harris, MN 55032	
<b>Job Description</b>			
<p><b>Role and Responsibilities</b></p> <p>This is a high responsibility and varied clerical and administrative position providing clerical support to the City Council. Position necessitates considerable independence of action in the disposition of highly skilled secretarial, clerical, and administrative duties. Reports to City Council and Mayor. Work required the exercise of considerable initiative and judgment in the application of specific skill or abilities learned through extensive experience and /or training in office practices and procedures.</p> <p><b>City Council, Planning Commission and Committees</b></p> <ul style="list-style-type: none"> <li>• Coordinates council activities, correspondence, meetings, etc.</li> <li>• Ensures coordination, maintenance, and accuracy of council minutes, resolutions and other official documents.</li> <li>• Post council/commission notices as required by open meeting laws.</li> <li>• Carries out Council decisions and performs related duties as required.</li> <li>• Keeps council informed of all activities and requests from the public, other government agencies and officials.</li> <li>• Acts as secretary for the City Council and Planning commission: attends monthly regular meetings as required: takes minutes at all meetings, prepares agendas and other necessary paperwork for meetings, and organizes and maintains records of minutes, ordinances, and resolutions.</li> <li>• Prepare a written monthly report for the Council</li> <li>• Oversees the preparation of City Council agendas and Council packets including public meeting notices. Oversees the completion of Council meeting minutes.</li> <li>• Fulfill any and all duties assigned by the Mayor and/or Council land represent the City with other governmental agencies and officials.</li> <li>• Convey appropriate citizen requests to the Council or other appropriate body.</li> <li>• Communicate with vendors, contractors, employees, and consultants as needed to fulfill the instructions of the Council or other relevant body.</li> </ul> <p><b>Elections</b></p> <ul style="list-style-type: none"> <li>• Supervises elections and voter registrations.</li> <li>• Ensures elections are handled in accordance with state, federal and county regulations.</li> <li>• Oversees all activities related to City election including notices, materials and certification of process.</li> <li>• Arranges poling places and set up voting machines.</li> <li>• Initiates, supervises the recruiting and training of election judges.</li> <li>• Supervise and conduct entire election process pursuant to Minnesota Statutes.</li> </ul> <p><b>Data Retention</b></p> <ul style="list-style-type: none"> <li>• Maintains official city records, file system and records storage room.</li> <li>• Supervises the City retention system.</li> <li>• Oversees the maintenance of city ordinances, resolutions and City Council minutes.</li> <li>• Supervise Data Practices Compliance and act as Compliance Official pursuant to Minnesota Statue 13.05.</li> <li>• Responsible for OSHA'S yearly work comp report</li> </ul>			

## **General**

- Handles all City Clerk responsibilities Considerable knowledge of accounting, payroll and billing practices and procedures.
- Performs secretarial duties including typing letters, reports, memos, legal documents.
- Keeps current with regulations, laws etc. in accordance with but not limited to elections, open meeting laws, licensing and general government operations.
- Schedules, calendars, and coordinates meetings and activities.
- Performs all duties related to issuance of all city licenses and permits.
- Responsible for publication of ordinances and other official documents.
- Maintains key system for city hall, fire stations, parks and city garage.
- Ensures bids are accurately publicized in accordance with laws.
- Maintains and secures official city seal.
- Attends meetings as needed, including evening meetings.
- Provides information and assistance to citizens either in person or by phone answers questions: researches files; makes copies; and takes messages or refers callers to other city staff.
- Attest the Mayor's signature on official documents whenever required and maintains responsibility for the City Seal.
- Provides certified copies of proceedings and records of the City upon request and administers oaths.
- Acts as liaison with state, county and other community officials.
- Works with financial advisors on grant procurement and administration, investment of City funds, and financing for City Projects.
- Prepares reports on grants; endures all regulations and rules are followed.
- Refers costly and unbudgeted purchases to council for approval.
- Assists citizens in completing abatement forms; tracks parcel numbers; updates street addresses and maintains related records.
- Assists in coordinating information flow between City Committees, City Engineer, City Attorney, City Planner, Planning Commission and City Council on a variety of issues.
- Attends workshops and conferences to keep up to date in municipal affairs as directed by Council; and take initiative to recommend clerk workshops and conferences to Council for approval.
- Acts as custodian of all official documents, records, ordinances, and resolutions for the City. Updates, codifies, and distributes all pertinent documents. Responsible for the direction of records management in all departments and the city's adherence to the Records Retention Schedule.
- Coordinates special projects and performs other duties as assigned or apparent.
- Consistently behave in a courteous and professional manner.
- Be flexible in dealing with change in routines and work pro-actively to implement new procedures as necessary.
- Plan, develop and implement administrative policies, rules and regulations.
- Oversees administrative portion of all City improvement projects.
- Prepares all required reports and files them in a timely manner with the appropriate authority.
- Operates a variety of office equipment, including but not limited to, networked personal computer copier.
- Handles all paperwork related to development in the City.
- Maintain confidentiality of all city information pursuant to guidelines of MN Statues.
- Other duties as assigned.

## **Qualifications and Education Requirements**

- Five years of highly skilled secretarial experience
- Post secondary degree in office management, office procedures or related education, or equivalent work experience.
- Two years' experience working in City Clerk office.
- Recent work experience handling questions, requests, and complaints from customers or citizens, both in person and via the telephone.
- Two years of personal computer and word processing experience; intermediate level of proficiency in Microsoft Office Products.
- Minimum accurate typing speed of 60 wpm.
- Note taking ability sufficient to render accurate and complete meeting minutes.

- Excellent public relations skills.
- One year of experience transcribing dictation.
- Ability to lift and move up to 40 pounds.
- Valid MN Driver's License.
- Excellent oral and written communication skills.
- Good time management and prioritizing skills.
- Demonstrates ability to meet bonding requirements.

**Desired Qualification**

- State and or International City Clerk certification.
- Advanced level of Microsoft Offices products.

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time