



**CITY OF GROVES  
JOB POSTING**

**Job Title:** *City Clerk/ Executive Assistant*  
**Department:** *City Management*  
**City Status:** *Regular Full-time*  
**FLSA Status:** *Exempt (salary)*

**Pay Schedule 2021-2022**

<i>Grade</i>	<i>Pay Frequency</i>	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>	<i>Step 6</i>	<i>Step 7</i>	<i>Step 8</i>	<i>Step 9</i>	<i>Step 10</i>
<i>114</i>	<i>Annual</i>	\$63,174	\$66,333	\$69,649	\$73,132	\$76,788	\$80,628	\$84,659	\$88,892	\$93,337	\$98,004
	<i>Hourly</i>	\$30.37	\$31.89	\$33.49	\$35.16	\$36.92	\$38.76	\$40.70	\$42.74	\$44.87	\$47.12

**NATURE OF WORK**

- Work involves responsibility for serving as City Clerk and Executive Assistant to the City Manager, Mayor, City Council and performing office management and administrative tasks.
- Work requires the exercise of initiative, independent judgment, and advanced skills to a wide range of work situations often involving highly sensitive and confidential information.

**ESSENTIAL FUNCTIONS OF WORK** (May not include all duties performed.)

- Directs and supervises the maintenance of legal and official documents; certifies copies of ordinances, resolutions, and other documents; reviews, signs and certifies petitions and licenses.
- Directs and supervises the conduct of City elections; designates polling places and orders election supplies; receives and supervises the tabulation of official returns; serves as liaison between the City and elections contractor; coordinates training of election officials and workers. Also works closely with the Jefferson County Clerk’s office in coordinating County election polling locations within the city of Groves. Provides assistance to City and County election workers.
- Oversees issuance of a variety of special licenses and permits; supervises application for licenses; reviews and certifies applications for alcoholic beverage licenses.
- Coordinates and responds to citizen and City staff issues regarding interpretation of ordinances, charters, and election law requirements; directs the posting and advertising of public notices.
- Plans, organizes, and directs the billing and collection procedures for all fees processed.
- Directs and supervises maintenance and administration of birth and death certificates.
- Secures licensing titles for all City owned vehicles.
- Types correspondence and other materials often containing sensitive or confidential information.
- Takes minutes of City Council meetings and conferences and prepares records of proceedings. Attends and responds to Council and City Manager inquiries at all regular and called City Council meetings.
- Works closely with the City Attorney in preparation of City ordinances, resolutions, and election materials.
- Schedules appointments, travel accommodations, itineraries, and meetings.

## Job Posting City Clerk/Executive Asst. City Manager

- Assists in report preparation involving the independent compilation, analysis, and preparation of data; compiles data for administrative and policy reports; maintains records of ordinances and resolutions adopted by City Council.
- Prepares City Council agenda outlines; coordinates the compilation of approved agenda items for City Council meetings and City Manager's comments; supervises the preparation and distribution of agenda packets, public notices and other materials required by city, state, and federal regulations.
- Screens and refers visitors and callers; answers various inquiries personally and provides information of city services and functions.
- Performs secretarial duties for four Council Members and Mayor. Gathers and distributes data per individual requests by the City Council.
- Serves as Records Manager for the City.
- Accepts and responds to Public Information Request to ensure that requests are responded to in an accurate and timely manner.
- Actively participates in the Texas Municipal Clerks Association.
- Attends various training seminars and completes various educational requirements to obtain certification as a "Texas Registered Municipal Clerk" through the Association's educational program.
- Refers citizens complaints made to City Manager's office to the proper department and follows progress of resolution and keep City Manager informed of the same.
- Performs related work as required.

### ***REQUIREMENTS OF WORK***

- Graduation from high school, supplemented by courses in City Clerk practices/principles and thorough experience in general municipal agency functions or any equivalent combination of training and experience which provides the following knowledge, abilities, and skills:
- Thorough knowledge of City Clerk practices and procedures.
- Thorough knowledge of business English, spelling, and arithmetic.
- Considerable knowledge of general municipal agency operations and organization.
- Ability to make responsible decisions in accordance with established policies and procedures.
- Ability to maintain administrative, fiscal, and general records and to prepare reports and answer questions from records.
- Ability to compose correspondence on complex matters and to coordinate complex office management details.
- Ability to establish and maintain effective working relationships with other employees, City management and Council, State officials and the public.
- Ability to deal with public relations problems courteously and tactfully.
- Each employee of the City of Groves is identified by the City to be part of the emergency response team before, during and/or after any emergency or disaster. Essential personnel are required to work before, during and/or immediately after an emergency or disaster.

### ***REPORTS TO***

City Manager

### ***Other Requirements***

Must be at least 17 years of age on hire date. Post-offer medical examination and drug and alcohol tests required.

Job Posting City Clerk/Executive Asst. City Manager

***Equal Employment Opportunity***

The City of Groves is an equal opportunity employer that maintains a policy of nondiscrimination with respect to each employee and applicant for employment. The City affirms its commitment that there shall be no discrimination against applicants or employees because of race, color, sex, religion, national origin, age, veteran status, disability, political affiliation, genetic information, or any other protected status.

Questions regarding the employment application procedures may be directed to the staff member named below. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding City holidays.

***City of Groves  
Human Resources Dept.  
3947 Lincoln Ave.  
Groves, Texas 77619  
Telephone: (409) 960-5778  
Email: [sgaspard@cigrovestx.com](mailto:sgaspard@cigrovestx.com)***