

**Listing Title:**

City Clerk

**Listing Description:**

Position summary

This position is responsible for the administrative oversight, visioning, leadership, planning, and coordinating for the city clerk's office; serves as clerk to the city council, official city records manager, and chief election official. The office supports council-appointed boards, commissions and committees.

**Essential Functions:**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may be required and assigned.

1. Provides administrative and staff support to city council and designated boards, commissions and committees; responsible for notifications, agendas and information packets; serves as clerk to the council; records official council actions as determined by statute.
2. Acts as the official records manager and Open Records Request Administrator for the city, implements city-wide records management program; maintains all official city records of council, boards, commissions and committees; and responds to inquiries and requests for information.
3. Oversees the publication and re-codification of city ordinances
4. Serves as Chief Election Official and ensures all elections are executed in accordance with state statute and regulation
5. Prepares legal notices and ensures publication
6. Coordinates and supervises Municipal Court Clerk's work duties
7. Proposes, prepares and presents annual budget for municipal court clerk
8. Develops and implements municipal court administrative policy in collaboration with the  
Municipal judge

9. Creates abatement and demolition bids. Conducts bid openings. Creates bid tab sheet and issues to department head. Creates and mails invoices to property owners whose property was abated and/or demolished in accordance with state statute.
10. Creates liens and records with Cleveland County Clerk in accordance with state statute and certifies lien with Cleveland County Treasurer in accordance with state statute.
11. Insure and obtain license tags and title for all real property, equipment, city vehicles, and trailers. Responsible auditing accordingly.
12. Assist the general public pertaining to city matters and handles general complaints, either in person, or by phone.
13. Processes citizen complaints of damage to property. Files notice of tort claims with city's insurance provider. Communicates with insurance adjuster and department heads to provide information/documentation requested by adjuster.
14. Processes insurance claims for damage to city property by city staff. Obtain internal incident reports, police reports, communicates with department heads to obtain information/documentation needed to file claim.
15. Works extended hours as required to accommodate needs of the department and organization; attends weekend or evening meetings throughout the year.
16. Assists to meet the city's goals and initiatives
17. Other duties as assigned

**Location:**

Lexington, Ok

**Contact Information:**

City of Lexington

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