



City of Cle Elum

POSITION DESCRIPTION
JULY 2026

POSITION TITLE: CITY CLERK

REPORTS TO: Reports directly to the Assistant City Administrator under the guidance of State and City regulations and procedures. Also maintains a close working relationship with other city personnel.

SALARY RANGE: \$ 40.44 - \$ 49.16 per Hour

STATUS: Full Time

AFFILIATION: Union

WORKWEEK BASIS: 40

JOB SUMMARY: The City Clerk manages and records activities and decisions of the City Council and maintains official City records; coordinates assigned activities with other departments within the City and other outside agencies; and provides administrative support. This position requires a high degree of independent judgment, leadership, initiative and discretion.

CITY CLERK ESSENTIAL JOB FUNCTIONS:

1. Prepare and distribute agendas and support materials for City Council and other meetings as needed; compose and issue public notices in compliance with state law. Publish notices and maintain official City records for Council and other meetings. Attend meetings and record minutes; follow up on action items as necessary.
2. Serve as custodian of official City records and public documents; maintain filing system for official City records; manage records program (including destruction of records) for the City assuring compliance with legal requirements and disclosure regulations; maintain inventory of records within the City.
3. Ensure City agreements, contracts, and other legal documents are signed and recorded, associated records and documents are obtained, and public notices and ordinances are published.
4. Serves as the City's Election Official; administers Oath of Office; facilitates training of City officials; works closely with Kittitas County Elections Department; and maintains custody of official City seal.
5. Respond to public records requests and inquiries from citizens, civic groups and other agencies, and provide information accordingly. Communicate with City officials, City Attorney, City departments, citizens, advisory boards and commissions, and outside agencies, performing research and providing information as required.
6. Serves as the liaison with the insurance pool. Accepts claims for damages and other legal process papers. Maintains the City's property and auto schedule, ensuring information is accurate and up to date. Ensures incident reports and other claims paperwork are completed.

7. Maintain and organize records for state audits; report monthly and quarterly to the State Department of Revenue; administer the Records Retention and Storage program; Pangrazi award program; and assist public works with the six-year street program.
8. Process lodging tax grant requests, including attending committee meetings, compiling and maintaining required documentation, preparing local and state reports, and processing payment requests.
9. Act as the city's Cemetery Sexton – maintaining records; meeting with the public; performing on-site survey measurements; and coordinating cemetery activities.
10. Perform general administrative duties for the administrative staff as well as perform backup duties and responsibilities to the City's front counter.
11. Provide backup and cross-train with the Finance Director when needed.
12. Performs other duties and responsibilities as required or assigned.

NECESSARY KNOWLEDGE AND ABILITIES:

Knowledge of:

- Operational characteristics, services and activities of a City Clerk's Office.
- Principles, practices and methods of municipal government and organizations.
- BARS – governmental Baseline Accounting and Reporting System.
- Rules and regulations governing local municipal elections.
- Applications and implementation of computer systems.

Ability to:

- Maintain a high level of customer service in all interactions with the public.
- Establish, evaluate and implement administrative/operational policies, practices and procedures.
- Maintain confidential data and information.
- Perform at a level commensurate with length of service and complete assigned work accurately within required time frames.
- Coordinate functions and activities between departments and outside agencies.
- Prepare and analyze complex reports.
- Communicate effectively and persuasively in both oral and written form.
- Analyze and solve problems using good judgment in making decisions.

MINIMUM QUALIFICATIONS:

- Associate degree in office management, business, communications, government, or related field (experience may substitute degree).
- At least (4) years of relevant professional experience in government, public administration, or a similar organizational environment.
- Certified Municipal Clerk (CMC) designation must be obtained within 2 years of hire.

COMPENSATION AND BENEFITS:

Wage Range:	\$ 40.44 to \$ 49.16 per Hour	Benefits:	Medical / Dental / Vision Holidays / Vacation / Sick Leave
Incentive Pay:	Longevity		\$214 VEBA per Month Many others

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Typically work is performed in a private office located in a moderately noise office environment of City Hall. Work may occasionally be performed with exposure to inclement weather including temperature extremes and windy/dusty conditions will occur. Must have the ability to sit, stand, walk, climb, stoop, kneel, crouch, bend, crawl, grasp; use hands to finger, handle, feel or operate objects, tools or controls; and reach with arms and legs.

The work schedule is generally maintained during normal office hours, but may include early, evening or weekend hours as required. Attendance at night meetings may be required, and meeting project deadlines may require working more than forty hours per week.

NOTICE:

The above position description does not include ALL essential and non-essential duties of this job. All employees with disabilities are encouraged to contact the personnel department to review and discuss the essential and non-essential functions of the job. An employee with a disability can evaluate the job in greater detail to determine if the essential functions can be performed safely with or without reasonable accommodations.

The City of Cle Elum is an Equal Opportunity employer.