

City of East Bernard

Job Description: City Clerk (Part-Time)

Hours: 29 hours per week

Reports to: City Secretary and Mayor

Position Summary

The City Clerk provides front-office support to City Hall by assisting residents, managing communications, and performing clerical and administrative tasks. This position ensures efficient daily operations and supports accurate processing of city services, including garbage account management, building permits, and payment processing.

Proficiency in Google Docs, Google Sheets, and Microsoft Excel is required.

Ability to create, edit, maintain, and organize spreadsheets, reports, forms, and other business documents using Google Workspace and Microsoft Excel.

Essential Duties and Responsibilities

Customer Service & Front Desk Duties

- Answer incoming phone calls and direct them to the appropriate departments or staff.
- Greet and assist individuals who come into City Hall.
- Provide general information to the public regarding city services, ordinances, and procedures.

Garbage Service & Utility Account Administration

- Perform data entry related to garbage service accounts.
- Add new customers requesting garbage service and update existing accounts as needed.
- Prepare and mail invoices for garbage service.
- Enter payments received and ensure accurate account reconciliation.

Building Permits

- Issue building permits for both commercial and residential projects.
- Track and monitor permit status from application through completion.
- Maintain accurate records of all permits and ensure documentation is complete and up to date.
- Provide information to applicants regarding required documentation, fees, and city regulations.

Mail & Correspondence

- Receive incoming mail, sort it, and distribute it to appropriate staff members.
- Draft and prepare written correspondence, including letters related to ordinance violations and general public communication.

Office Support & Administration

- Maintain a clean and orderly front office environment.
- Monitor office supplies and order replenishments when necessary.
- Provide general clerical support to City Hall staff, including filing, copying, and document preparation.

Knowledge, Skills, and Abilities

- Excellent customer service and communication skills with the ability to interact professionally with residents, elected officials, vendors, and city staff.
- Strong organizational skills and attention to detail.
- Ability to prioritize multiple tasks, meet deadlines, and work efficiently in a fast-paced office environment.
- Advanced working knowledge of Google Workspace, including Google Docs and Google Sheets, is required.
- Ability to create, maintain, and manage spreadsheets used for tracking financial information, permits, projects, inventories, and other city records.
- Ability to prepare professional documents, reports, correspondence, forms, and meeting materials using Google Docs.
- Proficiency in Microsoft Excel, including data entry, spreadsheet creation, basic formulas, sorting, filtering, and report preparation.
- Ability to maintain accurate records and files, both electronically and in paper format.
- Knowledge of standard office procedures and office equipment.
- Ability to exercise sound judgment, maintain confidentiality, and work independently with minimal supervision.

Minimum Qualifications

- High school diploma or GED required.
- Demonstrated proficiency in Google Docs, Google Sheets, and Microsoft Excel.
- Applicants should be comfortable creating spreadsheets from scratch, maintaining databases and records, generating reports, and organizing electronic documents.
- Previous administrative, clerical, bookkeeping, customer service, or municipal government experience preferred.
- Valid Texas driver's license preferred.
- Ability to pass a background check.

Work Environment

This is a part-time position requiring up to **29 hours per week**. Work is performed in an office setting with regular interaction with the public.