



Job Title:	Municipal Clerk	Department/Loc:	Administration
FLSA Classification:	Exempt	Date Drafted:	February 2026
Reports To:	City Manager		

Position Summary

The purpose of this class is to provide administrative support to the City Manager’s office and to serve as the Municipal Clerk to Council under the direction of the City Manager. The class is responsible for providing support for the City Manager in areas of budgetary preparation, special projects and concerned areas. The class is responsible for maintaining all official City records and manages City-sponsored events as well as coordinating committee functions. The class plans, organizes and implements programs within organizational policies; reports progress of activities to executive level administrators through reports.

Position Responsibilities- Essential

This list of tasks is illustrative ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

- Provides administrative assistance to the City Manager’s office, Administration department/division heads as needed to maintain City operations
- Performs supervisory functions such as training, work assignments, evaluation, counseling, disciplining, as required
- Attends City Council meetings; prepares and maintains agendas and minutes
- Coordinates Council mail packets, proclamations, resolutions and ordinances
- Coordinates codification of all ordinances and distribution of same
- Supervises City’s Records Retention Center
- Coordinates collection and preparation of operating reports; prepares various documents and records; prepares reports including conclusions and recommendations for solution of administrative problems
- Plans and directs the maintenance, filing, safekeeping and computerization of all municipal documents
- Provides assistance to citizens; resolves citizens’ complaints
- Provides administrative support to Council as directed by City Manager
- Communicates and interacts with various persons and groups in completing job activities
- Represents the City at various functions, meetings and conferences as required
- Attends ongoing professional training and development seminars/meetings/workshops
- Issues public notification of all official activities and meetings
- Maintains and updates documents such as municipal codes and city charters
- Responds to requests for information from the public, other municipalities, state officials, and state and federal legislative offices
- Maintains fiscal records and accounts
- Performs budgeting duties, including assisting in budget preparation, expenditure review, and budget administration
- Performs general office duties such as preparing correspondence, proofreading correspondence, distributing and filing official forms and scheduling appointments
- Coordinates and maintains office-tracking systems for correspondence and follow-up actions



- Researches information in the municipal archives upon request of public officials and private citizens
- Collaborates with other staff to assist in the development and implementation of goals, objectives, policies and priorities
- Provides Notary Public services for City legal requirements, residents, staff and the general public
- Participates in the administration of municipal elections and certification of results and assists in conducting orientation programs for newly elected officials

Position Responsibilities- Non-Essential/Other

- Represents the municipality at community events and serves as liaison on community committees
- Other duties as assigned

Essential Skills and Experience

- Equivalent to graduation from a four-year college or university with major coursework in business or public administration or a field related to the work and three years of supervisory, office administrative, related experience, preferably in a public agency or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above
- Ability to obtain certification as a Certified Municipal Clerk (CMC) after three years
- Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer and to attend meetings at various sites within and away from the City
- Ability to lift and carry materials weighing up to 40 pounds
- Ability to see and to read printed materials and a computer screen along with the ability to communicate in person and over the telephone
- Knowledge of records maintenance practices and procedures
- Knowledge of computer applications related to the work
- Knowledge of basic supervisory principles and practices
- Knowledge of applicable federal and state laws, codes, ordinances and regulations
- Knowledge of and experience with techniques for effectively representing the City in contacts with governmental agencies, community groups and various professional, educational, regulatory and legislative organizations
- Knowledge of techniques and experience with dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone
- Experience in preparing agendas and meeting packets, taking and transcribing accurate minutes
- Experience leading and directing the work of assigned staff
- Ability to develop effective interpersonal relationships with a variety of people
- Ability to successfully and effectively communicate with co-workers, officials and the general public to exchange or convey information and to receive work direction

Beneficial Skills and Experience

- Ability to obtain certification as a Master Municipal Clerk (MMC) after six subsequent years is highly desirable.
- Knowledge of the functions, authority, responsibilities and limitations of an elected City Council
- Knowledge of the functions, services and funding sources of a municipal government
- Knowledge of laws, codes and statutes related to City records
- Experience in the drafting of resolutions and ordinances



- Experience interpreting codes and laws related to City records
- Experience maintaining City records, including filing, storage, retrieval and disposal
- Computer skills
- Valid SC Driver's License

Mental & Physical Demands- ADA Guidelines

Physical Demands

- | | | | |
|-----------------|------------|------------------------|--------------|
| • Sit | Frequently | • Reach Above Shoulder | Frequently |
| • Walk | Frequently | • Climb | Occasionally |
| • Stand | Frequently | • Crawl | Occasionally |
| • Handling | Frequently | • Squat or Kneel | Occasionally |
| • Reach Outward | Frequently | • Bend | Frequently |

Lifting Requirements

- | | | | |
|---------------------|--------------|-----------------|-----|
| • 10 pounds or less | Frequently | • 51-100 pounds | N/A |
| • 11-20 pounds | Occasionally | • >100 pounds | N/A |
| • 21-50 pounds | Occasionally | | |

Pushing and Pulling Requirements

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|---------------------|--------------|---------------------|-----|
| • 12 pounds or less | Frequently | • 41 to 100 pounds | N/A |
| • 13 to 25 pounds | Occasionally | • > than 100 pounds | N/A |
| • 26 to 40 pounds | Occasionally | | |

Definitions

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|--------------|----------------|---|
| • N/A | Not Applicable | Activity is not applicable to this occupation |
| • O | Occasionally | Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day) |
| • F | Frequently | Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day) |
| • C | Constantly | Occupation requires this activity more than 66% of the time (5.5+ hrs/day) |



ENVIRONMENTAL HAZARDS:

The job risks exposure to no known environmental hazards.

SENSORY REQUIREMENTS:

The job requires normal visual acuity, depth perception, and field of vision, hearing, speaking, and color perception.

The City of Cayce has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the City reserves the right to change this job description and/or assign tasks for the employee to perform, as the City may deem appropriate.

Print Employee Name	Employee Signature	Date Signed
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Print Manager/Supervisor Name	Manager/Supervisor Signature	Date Signed
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