

SW

COPY

Job Description
West Fork City Clerk

1. Shall keep the minutes of the City Council.
2. Keeps all City minutes, ordinances, resolutions, and copies of the Municipal Code and seal of the City
3. Is the second signature on all City ordinances and legal documents for the City.
4. Attends council meetings, works with the Mayor to develop the agenda and provides material for the council packets.
5. Reminds department heads to turn in their reports for the council meeting. This is done by noon on the Thursday before the council meeting on Tuesday.
6. Make sure ordinances are properly codified into the Municipal Code Book and the books are kept up to date.
7. Notify news media as required by the Arkansas Freedom of Information Act.
8. Assure that City Council holds meetings in compliance with Arkansas' Freedom of Information law.