

CITY OF NEWPORT Job Description

Job Title: City Clerk/Treasurer
Department: Financial
Reports To: City Administrator
FLSA Status: Exempt
Salary Range: \$6,949 - \$7,689
Revised Date: March 31, 2026

SUMMARY:

This position is responsible for keeping a full and true record of every act and proceeding of the City Council maintaining a record of all ordinances, keeping the seal of the city, keeping such books, accounts and making such reports as required by the state auditor including the duties as provided in RCW 35.24.120. This position performs a variety of professional, administrative and technical accounting and clerical functions in maintaining the proceedings and fiscal records and systems for the City of Newport.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

- Prepares, copies, posts, and distributes agendas, reports, minutes and records of meetings to Miner, Mayor and City Council Member, City Administrator, and Department Heads. Attends all regular and special City Council meetings, ensures an accurate recording of the proceedings. Preparation of the minutes using proper legislative terminology, recording, indexing and filing for the public record, copies, posts, and distributes information as required and/or requested. Ensures that the original copy of any Ordinances, Resolutions or other documents which require signatures are signed by the relevant signing authority, published in the paper if required, and that the original copy is codified into the municipal code and properly organized and filed.
- Responsible for preparing the preliminary budget and final budget upon Council ratification and administration of the final Budget for the City of Newport. Assures that City Department Heads perform within budget; performs cost control activities; monitors revenues and expenditures in City departments and alerts department heads with any concerns to assure sound fiscal control; analyses financial records to forecast future financial position and budget requirements; evaluates need for procurement of funds and investment of surplus; assures effective and efficient use of budgeted funds, materials, facilities, and time. Advises City Administrator, Mayor, and City Council on investments and loans for short and long range financial plans.
- Prepares financial reports; loan agreement reports i.e. FMHA, etc; signs notes of indebtedness as approved by City Council.

- Delegates authority for receipt, disbursement, banking, protection and custody of funds, and financial instruments.
- Receives all sealed bid documents submitted to the City. After awarding of contract to successful bidder by the Council, is responsible for returning bid bonds to unsuccessful bidders and for setting up bid files.
- Administers oath of office to public officials.
- Maintains all contracts and board and commission memberships entered into by or with the City.
- Backs up the Deputy City Clerk/Treasurer and Accounting Clerk in their absence in all aspects of their jobs.
- When new LIDs are proposed, is responsible for the LID process, ensuring the procedure, laws and regulations are followed. After ordinances are adopted by the City Council establishing local improvement districts (LIDs) is responsible for ensuring copies of preliminary assessment notices and current addresses. Prepare certified documents for bonding attorney.
- Responsible for notarizing documents for City departments and/or citizens having business with the City.
- Prepares all inter-fund transfers and investments purchased and sold.
- Processes daily deposit from cash register.
- Balances the Schedule 6 monthly to be in compliance with the State Auditor's Office annual filing requirement.
- Primarily responsible for land use and planning questions and compliance.
- Acts as the secretary for the Planning Commission. Prepares and advertises meeting agendas, minutes, legal notices, and public hearings as directed by the City Administrator or their designee.
- Prepares monthly cash and expenditure reports and balances these funds with the checkbook. Provides reports to the Department Heads for their review.
- Prepare a monthly financial report and distribute to the Mayor and Council.

- Processes state and federal grants, expenditures, personnel time and receipts and maintains all records in accordance with grant requirements, ensuring compliance with State Auditor.
- Administers grants and prepares spreadsheets to monitor grant funds received and spent.
- Tracks and coordinates trainings for various departments.
- Assists the City Administrator with human resources to ensure that City personnel policies, procedures, files, benefits, retirement, salary programs are fair, equitable, accurate and in compliance with all applicable federal and state employment laws and regulations. Conducts employee orientations for all new employees ensuring that all required federal, state and/or local forms, benefits, policies, etc. are discussed, completed, logged and maintained in appropriate files. Maintains accurate, personnel files in accordance with state and federal guidelines.
- Acts as Administrative Assistant to the City Administrator and other Department Heads performing the following duties but not limited to: typing, preparing reports, conducting research and related information for decision-making purposes, sets up meetings and appointments as requested, makes reservation and travel arrangements for meetings, seminars, and conventions for the Mayor, Council and staff.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Directly supervises the Deputy Clerk/Treasurer and the Accounting Clerk. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, recommending an individual for hire, and training employees; planning; assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE:

Required: High school diploma and 2 years related experience
Desired: Associate degree or Bachelor's degree in related field and 2 years experience.

NECESSARY SPECIAL REQUIREMENTS

Must pass background check

Must be bondable

Possession of valid driver's license with record free from serious or frequent violations

LANGUAGE SKILLS:

Ability to read and interpret documents such as accounting, policy and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Proficiency in computerized bookkeeping programs (i.e. BARS, etc.) and Chart of Accounts.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand, walk, climb, or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

Equal Opportunity Employer (EEO) Statement

The City is an equal opportunity employer and values diversity at all levels of the organization. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by applicable federal, state, or local laws.

APPLICATION FOR EMPLOYMENT

We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, citizenship status, genetic information or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For		Date of Application	
How Did You Learn About Us?			
<input type="checkbox"/> Advertisement <input type="checkbox"/> Friend <input type="checkbox"/> Inquiry <input type="checkbox"/> Employment Agency <input type="checkbox"/> Relative <input type="checkbox"/> Other _____			
Last Name		First Name	Middle Name
Address	Number	Street	City
			State
			Zip Code
Telephone Number(s)		Social Security Number (voluntary)	

Best time to contact you at home is: : ^{AM}/_{PM}

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? If Yes, give date Yes No

Have you ever been employed with us before? If Yes, give date Yes No

Do any of your friends or relatives, other than spouse, work here? Yes No

If Yes, state name, relationship and location _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?
Proof of citizenship or immigration status will be required upon employment. Yes No

Date available for work _____ What is your desired salary range? _____

Are you available to work: Full Time (Please indicate 1 2 3 shift)
 Part Time (Please indicate Mornings Afternoon Evenings)
 Temporary (Please indicate dates available _____ - _____)

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

EDUCATION

School	Name and Address of School	Course of Study	Number of Years Completed	Diploma / Degree
High School				
Undergraduate College				
Graduate/Professional				
Other (Specify)				

ADDITIONAL INFORMATION

State any additional information you feel may be helpful to us in considering your application, including any job related training in the U.S. Military.

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. Exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving	May We Contact		<input type="checkbox"/> Yes <input type="checkbox"/> No

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving	May We Contact		<input type="checkbox"/> Yes <input type="checkbox"/> No

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving	May We Contact		<input type="checkbox"/> Yes <input type="checkbox"/> No

REFERENCES Do not include family members or past supervisors.

Name	Phone Number	Best Time to Call	Occupation
1.			
2.			
3.			

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Employer.

Signature of Applicant

Date

CITY OF NEWPORT
WAIVER/AUTHORIZATION TO RELEASE INFORMATION

This document affects your legal rights.
Read carefully before signing.

To Whom It May Concern:

I the undersigned request and authorize you to furnish to the City of Newport any and all information that you have concerning me. To include, however not limited to work record, criminal/traffic violation history, driver's license record, and such other information and records you may have in your possession relating to me. Information of a confidential or privileged nature may be included in the materials you provide to the City of Newport. Your reply will be used to assist the City of Newport in determining my qualifications for a position with the City of Newport.

I understand my right to request access to public records relating to me pursuant to Title 5 of the United States Codes, Section 522. et seq., the privacy Act of 1974, the Freedom of Information Act, and the Revised Code of Washington (RCW) 42.17 et seq., and specifically waive those rights understanding that the information furnished will be used by the City of Newport in conjunction with this employment procedure. I will make NO attempt to gain access to the information provided to City of Newport in conjunction with employment procedures.

I hereby do release you, your organization, your agents and others from any liability or damages which may result from furnishing information to the City of Newport pursuant to this waiver and authorization to release information. Should there be any questions as to the validity of this waiver and authorization to release information form, you may contact me as indicated below.

Date

Applicant's Signature

Social Security Number

Applicant's Printed Full Legal Name

Date of Birth

Current Address

Driver's License No.# and State of Issuance

Telephone Number

State of Washington
County of Pend Oreille
Signed before me on:_____

By:_____

Notary Public, State of Washington

My commission expires:_____