



## CITY OF LORIS

4101 WALNUT STREET – PO BOX 548  
LORIS, SOUTH CAROLINA 29569-0548  
PHONE (843)756-4004 FAX (843)756-3066

*\*Email completed application and/or resume to [CityHiring@CityofLoris.org](mailto:CityHiring@CityofLoris.org)*

### City Clerk

**Job Category:** Administration

**Employee Status:** Full-Time

**Position Hours:** Monday – Friday, 8 am – 5 pm; some evenings required

#### Job Duties:

- Under general supervision, performs a variety of clerical functions in support of the City Administrator, City Council, and the various committees and interdepartmental staff.
- Attends City Council meetings, prepares minutes, maintains files, etc. Attends meetings, workshops, conferences, etc., as assigned.
- Serves as recording secretary to City Council.
- Assists with resolving citizen complaints.
- Assists the administrative department and performs a variety of other clerical and general administrative activities.
- Appointed by and serves at the pleasure of City Council.
- Reports directly to the City Administrator.

#### Physical Requirements:

- Must be physically able to operate a variety of automated office machines and equipment including computers, calculator, postage machine, video equipment, printer, recorder/transcriber, etc.
- Must be able to exert up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.
- Sedentary work involves sitting most of the time but may involve walking or standing for brief periods of time. Must be able to lift/carry weights of ten to thirty-five pounds.

#### Qualifications:

- High School diploma or equivalent (required); Associate's in Secretarial Science or other related field of study (preferred).
- Experience in bookkeeping, records management, public relations, and general office procedures. Computer skills including Microsoft Office Suite, Adobe, and department-related software.
- Must be able to positively interact with staff, business owners, contractors, governmental entities, and the general public.
- The City retains the right to determine equivalencies.
- Any certifications not possessed at hire must be obtained before the employee is removed from probation in order to continue employment with the City.