



## City of West St. Paul City Clerk

<b>SALARY</b>	\$46.07 - \$57.57 Hourly	<b>LOCATION</b>	West St. Paul, MN
<b>JOB TYPE</b>	Full time	<b>JOB NUMBER</b>	2026.03.12
<b>DEPARTMENT</b>	Administration - General	<b>DIVISION</b>	City Administration
<b>OPENING DATE</b>	03/13/2026	<b>CLOSING DATE</b>	4/3/2026 11:59 PM Central
<b>DIVERSITY STATEMENT</b>	An Equal Opportunity/Affirmative Action Employer		

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### Position Summary

Maintains official City records and files; prepares agendas and minutes for City Council and Charter Commission meetings; administers elections; manages records retention and data practices; performs administrative support work to the City Manager, Assistant City Manager, and City Council.

### Primary Duties

#### City Council Support

- Coordinates agenda preparation, packet assembly, and official minutes for City Council, Economic Development Authority, and Charter Commission meetings.
- Maintains and files the official record of all Council actions, drafts resolutions and proclamations, and provides general support to elected officials.
- Manages the board and commission recruitment and appointment process.

#### Official Records and Administration

- Serves as the official guardian of City records, including signing, notarizing, and certifying official documents, and any other legal requirements.
- Oversees codification, publishes required legal notices, and administers business and rental licensing in coordination with the Administrative Specialist.

#### Elections Administration

- Plans and administers all City elections from start to finish, including judge recruitment, training, and supervision; absentee ballot processing; canvassing and certification of results; and fulfilling all legal requirements.
- Serves as the City's primary liaison to the Secretary of State's Office and Dakota County Elections Division.

#### Data Practices and Records Retention

- Serves as the City's Responsible Authority and Data Compliance Official for all records outside of law enforcement, Human Resources, and labor relations.
- Administers records retention schedules, responds to data requests in accordance with the Minnesota Government Data Practices Act, and oversees document destruction.

## Administrative and Project Support

- Provides direct administrative support to the City Manager and Assistant City Manager, including correspondence, research, and reporting.
- Assists with special projects as assigned and as capacity allows.
- Performs other duties and assumes other responsibilities as assigned.

## Minimum and Preferred Qualifications

### Minimum Qualifications

- Three or more years of progressively responsible administrative experience in a local government setting, or an equivalent combination of education and experience demonstrating the ability to perform the duties of this position.
- Proficiency in Microsoft Office suite.

### Preferred Qualifications

- Experience as a City Clerk, Deputy Clerk, or in elections administration.
- Completion of State Municipal Clerk Certification.
- Experience taking minutes at public meetings.
- Experience with records retention management and data compliance.

## Essential Knowledge, Skills and Abilities

- Ability to learn and apply election law, records retention requirements, Minnesota Government Data Practices Act, and other applicable statutes and procedures.
- Ability to communicate clearly and professionally with elected officials, City staff, county personnel, and the public.
- Ability to maintain strict confidentiality and exercise sound judgment when handling sensitive data and legal documents.
- Ability to compose memos, letters, resolutions, proclamations, and other official documents with minimal direction.
- Ability to work independently, prioritize competing demands, and make sound decisions in a deadline-driven environment.
- Ability to establish and maintain effective working relationships with City officials, employees, and the public.
- Commitment to accuracy, attention to detail, and follow-through on complex administrative processes.

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### Employer

City of West St. Paul

### Address

1616 Humboldt Avenue

West St. Paul, Minnesota, 55118

### Phone

651-552-4121

### Website

<http://www.wspmn.gov>

## City Clerk Supplemental Questionnaire

### \*QUESTION 1

Do you have three years of experience in a local government setting with computer experience including office software, database, PowerPoint, word processing, and spreadsheet applications?

Yes

No

**\*QUESTION 2**

Do you have experience implementing record retention requirements and/or responding to data requests?

Yes

No

**\*QUESTION 3**

Please pick the response below that indicates how many years of the State Municipal Clerk Certification Program that you have completed, if any.

Certified

None

1 year

2 years

3 years

**\*QUESTION 4**

Which answer below describes your work experience in preparing, recording, and maintaining records of ordinances, proclamations, and resolutions?

None

1-2 years

3-5 years

more than 5 years

**\*QUESTION 5**

Which answer below describes your work experience administering election activities in accordance with federal, state, and local election laws and requirements?

None

1-2 years

3-4 years

5-7 years

8-10 years

more than 10 years

**\*QUESTION 6**

If you have experience assisting a City Clerk with elections administration, please select the number of elections with which you have worked.

None

1

2

3

4

5 or more

**\*QUESTION 7**

**How many years of work experience do you have as a City Clerk?**

- None
- 1-2 years
- 3-5 years
- 6-8 years
- 9-10 years
- more than 10 years

**\*QUESTION 8**

**How many years of work experience do you have as a Deputy Clerk?**

- None
- 1-2 years
- 3-5 years
- 6-8 years
- 9-10 years
- more than 10 years

**\*QUESTION 9**

**What is your experience taking and/or transcribing minutes for council meetings or other public sector committees or boards?**

- None
- 1-2 years
- 3-5 years
- 6-8 years
- 9-10 years
- more than 10 years

**\*QUESTION 10**

**How much experience do you have with records management and responding to data requests?**

- None
- 1-2 years
- 3-5 years
- 6-8 years
- 9-10 years
- more than 10 years

**\*QUESTION 11**

**Do you have experience using Laserfiche?**

- Yes

No

**\*QUESTION 12**

**Do you have experience with agenda management software?**

Yes

No

**\* Required Question**