



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	02/08/2022		
AGENDA SUBJECT:	Consider approval or other action on revised job description for Administrative Assistant/Municipal Court Clerk position.		
PREPARED BY:	City Administrator Leamons	DATE SUBMITTED:	02/01/2022
EXHIBITS:	Revised Admin Assistant/Municipal Court Clerk job description		
BUDGETARY IMPACT:	Required Expenditure:		\$00.00
	Amount Budgeted:		\$00.00
	Appropriation Required:		\$00.00
CITY ADMINISTRATOR APPROVAL:			
SUMMARY:	<p>As one of several responses to the City Secretary's resignation, some duties performed by that office have been re-assigned to the Administrative Assistant/Municipal Court Clerk. That position's job description has been revised accordingly and is attached for Council's review and approval.</p>		
RECOMMENDED ACTION:			
	Approve as presented.		