



## MISSOURI REGISTERED CITY CLERK APPLICATION (MRCC)

The Missouri City Clerks and Finance Officers Association (MoCCFOA) desires to improve the ability of municipal clerks to obtain registration through education and experience. To encourage on-going education and growth as a goal for all municipal clerks, regardless of the size of the municipality, the Missouri Registered City Clerk designation has been established.

The following programs provide educational opportunities, in addition to the MoCCFOA Spring Institute and MML sessions:

### New Clerks' Institute:

To introduce clerks to the legal aspects and core requirements of the position and to help them become familiar with various offices and contacts in Jefferson City. This Institute will be mandatory for all clerks entering the program.

### Regional Institutes:

To provide additional opportunities for clerks to attend training sessions in their own areas. These institutes will be held in Kansas City, St. Louis and Springfield, with the same information being presented at each location. This would provide some flexibility for clerks attempting to obtain certification and registration. These institutes would be two day sessions for a total of sixteen hours.

### MRCC:

The Missouri Registered City Clerk program is tailored to the needs of Missouri Clerks. Anyone completing either the MRCC or CMC programs would qualify for the other, with the exception that MRCC requires the New Clerks' Institute to be included.

### MPCC:

The Missouri Professional City Clerk designation encourages further professional development of Missouri Clerks.

### ENTRY REQUIREMENTS FOR MRCC:

1. Active Municipal or Deputy/Assistant Clerk in a Missouri municipality;
2. Two-year membership in Missouri City Clerks and Finance Officers Association;
3. Affirmation of Missouri Clerks' Code of Ethics;
4. 50 points for education, including the mandatory New Clerks' Institute;
5. 50 points for experience and additional education;
6. Completion of the application, including the enclosure of documentation for each point claimed; and,
7. Payment of registration fee of \$50 for pin and certificate.

Clerks transferring into Missouri from another state who have attained the CMC status from IIMC may receive the MRCC designation upon successful completion of the New Clerks' Institute.



**MISSOURI CITY CLERKS' AND  
FINANCE OFFICERS' APPLICATION  
FOR  
MISSOURI REGISTERED CITY CLERK (MRCC)**

Please check the appropriate lines and enclose the required documentation.

- I am a Municipal Clerk or
- Deputy/Assistant Clerk
- I am an active member of MoCCFOA      Date joined \_\_\_\_\_
- I regularly perform a majority of the base duties listed below
- I have signed and included the MoCCFOA Code of Ethics
- I have enclosed a letter of support from an official of my municipality  
(i.e., Council/Board member, manager/administrator, or supervisor)
- I have enclosed a letter from my Municipal Clerk verifying that I perform 50% of the  
Municipal Clerk's base duties (Deputy or Assistant)
- I have enclosed appropriate documentation for each point listed in this application  
Employment \_\_\_ Education \_\_\_ Experience \_\_\_ Additional Education \_\_\_
- I have enclosed three copies of this application in addition to the original
- I have enclosed three copies of all documentation in addition to the originals
- I have enclosed the \$50 application fee, which includes the MRCC pin and Certificate

\* \* \* \* \*

Base duties of Missouri Municipal Clerk, including but not limited to:

1. secretary to the board/council and any municipal committees, boards, or commissions as required;
2. preparation of agendas, minutes, and/or official documents of the municipality;
3. maintenance and preservation of bylaws, ordinances and/or other legal instruments of the municipality;
4. custody of the municipal seal and the execution of official documents;
5. management of records and archives of the municipality;
6. administration of oaths of office and document certification; and,
7. administration of elections

\* \* \* \* \*

I hereby apply for Missouri Registered City Clerk (MRCC) status with the Missouri City Clerks and Finance Officers Association and affirm that all information herein is accurate and true to the best of my knowledge.

Municipality \_\_\_\_\_ Date Hired \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

When completed, send application with all appropriate documentation to:

Dr. Jim Kaatz  
Missouri Local Government Program  
Political Science Department  
901 S. National Ave.  
Springfield, MO 65804



## Code of Ethics

The Missouri City Clerks and Finance Officers Association is a professional organization of municipal clerks and finance officers who have united to:

- *impart standards of quality and integrity so that the conduct of the members shall be above reproach and merit public confidence.*
- *promote the professional development of its members; and,*
- *enhance and promote the professional management of governmental records;*

To further these objectives, certain principles shall govern the conduct of every member of the Missouri City Clerks and Finance Officers Association.

1. *to recognize that my chief function at all times is to serve the best interests of the people;*
2. *to uphold both the letter and the spirit of the government and laws of the State of Missouri, my County, and municipality;*
3. *to devote my time, skills, and energies to my office, both independently and in cooperation with other professionals;*
4. *to so conduct my public and private life as to be an example to my fellow citizens;*
5. *to be sensitive and responsive to the rights of the public and its changing needs;*
6. *to impart to my profession those standards of quality and integrity that the conduct of the affairs of my office shall be above reproach and will merit public confidence in my community;*
7. *to maintain my neutrality and impartiality, rendering equal service to all and extend the same treatment I wish to receive myself;*
8. *to respect and protect privileged information to which I have access by virtue of my office;*
9. *to not knowingly be a party to or condone any illegal, immoral, or improper activity; and,*
10. *to use neither public property nor resources for my personal or political gain.*

I do hereby subscribe to this Code of Ethics, which I affirm will govern my professional and personal conduct as a Missouri Registered City Clerk.

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*Signature of Applicant*



**APPLICATION FOR MISSOURI REGISTERED**

**(Please attach copies of all documentation to support your application)**

**EDUCATION – 50 Points**

Completion of 100 hours at a CCFOA Institute (includes mandatory New Clerks’ Institute), or	50 points
Bachelor degree or higher in related field* plus attendance at New Clerks’ Institute, or	50 points
Bachelor degree or higher in an unrelated field* plus New Clerks’ Institute and 50 hours of Institute training, or	50 points
Associate of Arts degree in related field* and 67 hours of Institute training (including New Clerks’ Institute)	50 points

MoCCFOA Institutes Attended

Name	Location	Date	Est. Points
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Degree**

B.A. ___ B.S. ___ A.A. ___ Other _____ (Specify)	Est. Points
Major _____	_____
College/University _____	_____
Location _____	_____
Month/Year degree awarded _____	_____

Total Education Points \_\_\_\_\_  
Max. 50

- |  |   |
|--|---|
| <p>In order to receive educational credit, a course must be:</p> <ul style="list-style-type: none"> <li>• academic,</li> <li>• from an accredited institution, and,</li> <li>• related to the Municipal Clerk position.</li> </ul> | <p>  * Related fields for Degrees include</p> <p>  Public Administration, Urban Affairs,</p> <p>  Government, Political Science,</p> <p>  Business Administration, and Finance.</p> |
|--|---|

*The State Director and Credentials Committee shall determine the appropriateness of credits.*

*Please note – if you have 100-hours from the MoCCFOA Institute program and hold a degree, use the Institute program for Education points and itemize the relevant college courses under Additional Education for Experience.*



**APPLICATION FOR MISSOURI REGISTERED CITY CLERK**

**EXPERIENCE** (50 Points)

**ADMINISTRATIVE EXPERIENCE** (Minimum of 12 points; Maximum of 40 points)

- Full-time Municipal or Deputy/Asst. Clerk w/administrative duties 4 per year
  - Part-time Municipal or Deputy/Asst. Clerk w/ administrative duties 2 per year
  - Part-time Municipal or Deputy/Asst. Clerk w/no administrative duties 1 per year
  - Other full-time administrative positions in municipality prior to  
Municipal or Deputy/Asst. Clerk position 1 per year
  - Other governmental administrative position 1 per year
  - Administrative position in business or not-for-profit 1 per year
- \* Full-time is defined by State Statutes as working more than 1,000 hours/year

POSITIONS:	Dates	Points Per Year	Est. Points
Current _____	From _____		
Municipality _____	To _____	_____	_____
Full-time _____ Part-time _____ Administrative _____			
Describe Duties: _____			
_____			
_____			

Previous _____	From: _____	_____	_____
Employer _____	To: _____		
Full-time _____ Part-time _____ Administrative _____			
Describe Duties: _____			
_____			
_____			

Previous _____	From: _____	_____	_____
Employer _____	To: _____		
Full-time _____ Part-time _____ Administrative _____			
Describe Duties: _____			
_____			
_____			

Previous _____	From: _____	_____	_____
Employer _____	To: _____		
Full-time _____ Part-time _____ Administrative _____			
Describe Duties: _____			
_____			
_____			

Total Points \_\_\_\_\_



**APPLICATION FOR MISSOURI REGISTERED CITY CLERK**

**EXPERIENCE** (cont)

<u>MoCCFOA</u>	<u>Points</u>	<u>Maximum Points</u>
Spring Institute	4/year	20 points total for Spring and Regional
Regional Institute	2/year	
New Clerks' Institute	1 each	
Division Meetings	1 each	6 points maximum
MML Conference	1 each	

<u>Dates</u>	<u>Session</u>	<u>Est. Points</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

<u>Activities in MoCCFOA</u>	<u>Points</u>	<u>Position/Year</u>	<u>Est. Points</u>
State Division Director	1/year	_____	_____
Chair-State Committee	2/year	_____	_____
Member – State Committee	1/year	_____	_____
Institute Presenter (Spring, Regional, or New Clerk sessions) (non-convener)	2/event	_____	_____
Division Officer	1/year	_____	_____
Chair Division Committee	1/year	_____	_____

**IIMC Participation**

IIMC Conference	4 each
Region VII Meetings	1 each

<u>Dates</u>	<u>Meeting</u>	<u>Est. Points</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

If needed, attach additional pages with Experience information  
 Total Experience points \_\_\_\_\_



**APPLICATION FOR MISSOURI REGISTERED CITY CLERK**

**ADDITIONAL EDUCATION** (Maximum of 25 points)

**COURSES/SEMINARS**

**Points**

Courses, seminars, and in-service training relating to your position as a Missouri City Clerk 1 per 6-hour course  
or

Completion of a home study course approved by MoCCFOA varies with course

Dates*	Course Title	Sponsor	Actual Hours	Est. Points
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**BUSINESS COURSES**

**Points**

Relating to municipal position/not counted elsewhere 1 for 10 hours

Dates*	Course	School	Credits	Est. Points
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

*\*Please note – only credits earned within the past five years will be accepted.*

**COLLEGE/UNIVERSITY COURSES**

**Points**

Courses relating to the municipal position not counted in the Education points 1 per credit hour

Dates**	Course	School	Credits	Est. Points
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Total Additional Education \_\_\_\_\_

\*\* *Subject to review for relevance and timeliness*

