Missouri City Clerks and Finance Officers Association



www.moccfoa.org • mmattson@albanymo.net • Phone: 660-726-3935 • Fax: 660-726-5823
Melissa Mattson, Certification Committee Chairperson
City of Albany, 106 E. Clay St.
Albany, MO 64402

APPLICATION FOR MRCC CERTIFICATION

*Please he sure to review the current Certification Progam informational sheet before submitting this application to the MoCCFOA certification committee for review and keep a copy for your records. I am an active Municipal Clerk with an active membership to MoCCFOA for 3 consecutive years I am an active DeputyAssistant Municipal Clerk with an active membership to MoCCFOA for 3 consecutive years I am an active DeputyAssistant Municipal Clerk with an active membership to MoCCFOA for 3 consecutive years PERSONAL INFORMATION Name (Last, First, MI.) ↑ Municipality or Government Unit ↑ Malling Address (Street Address Required for shipment of pin) ↑ Fax Number ↑ Fax Number ↑ Media and/or Local Government Officials to receive an email announcing your MRCC Certification status (optional) **The ** **The ** **I and Mosew** **Inc.** **Inc.**			Date:
Image: Amount Continues			
Name (Last, First, ML.) ↑ Municipality or Government Unit ↑ Mailing Address (Street Address Required for shipment of pin) ↑ Suite/Apt. #↑ City, State, ZIP Code ↑ Email Address ↑ Phone Number ↑ Media and/or Local Government Officials to receive an email announcing your MRCC Certification status (optional) **None*** Title*** Fax Number ↑ Media and/or Local Government Officials to receive an email announcing your MRCC Certification status (optional) **None*** Title*** **Lenal Address** Famili Application and Supporting Documents to MoCCFOA Certification Committee Chairperson Medias and Matter (City Clerks & Finance Officers Association is a professional organization of municipal clerks and finance officers who have united to: impart standards of quality and integrity so the conduct of members shall be above reprach and merit public confidence; reproduct the professional development of the association's members, and an enhance and promote the professional management of governmental records. To furthur these obligicities, cartain principals shall govern my conduct as a member of the Missouri City Clerks and Finance Officers Association 1. To reciponals that my chief function at all times is to serve the best interests of the people; 2. To uphoid both the letter and the spirit of the government and laws of the State of Missouri, my county, and my municipality; 3. To devote my time, skills and energies to my office, both independently and in coperation with other professionals; 4. To so conduct my public and private lite as to be an example to my feltow citzens; 5. To be annative and reapponsive to the rights of the public and the public changing needs; 6. To respect and product private lite as to be an example to my feltow citzens; 5. To be annative and reapponsive to the rights of the public and the public changing needs; 6. To respect and product privileged in diregity to my profession, to conduct the shalls of my office above repreach, and to merit public confidence in my community; 7. To m			•
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Mailing Address (Street Address Required for shipment of pin) † Suite/Apt. # † City, State, ZIP Code † Email Address ? Phone Number † Fax Number † Media and/or Local Government Officials to receive an email announcing your MRCC Certification status (optional) Items Title Email Address Title Email Address Title Email Address Mone Address	Name (Last, First, Ml.) ↑		Title ↑
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Media and/or Local Government Officials to receive an email announcing your MRCC Certification status (optional) Name 118	City, State, ZIP Code ↑		
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Name Title E-mail Address Final Address Title E-mail Address E-mail Address E-mail Address E-mail Address E-mail Application and Supporting Documents to MocCFOA Cortification Committee Chairperson Melissa Mattson, City of Albany mmattson@albanymo.net MOCCFOA Code of Ethics The Missouri City Clerks & Finance Officers Association is a professional organization of municipal clerks and finance officers who have united to:impart standards of quality and integrity so the conduct of members shall be above repreach and merit public confidence;promote the professional development of the association's members; andenhance and promote the professional management of governmental records. To furthur these objectives, certain principals shall govern my conduct as a 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 my 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 the public's changing needs; 6. To impart standards of quality and integrity to my profession; to conduct the affairs of my office above reproach; and to 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 no interest the professional of my professional and personal conduct as a Missouri Registered City Clerk. I hereby subscribe to this Code of Ethics, which I affirm will govern my professional and personal conduct as a Missouri Registered City Clerk. I hereby subscr	Phone Number ↑	Fax Numl	ber ↑
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			Date:

	Mo./Yr.	<u>Hours</u>	Est. Points	MoCCFOA only:
New Clerks Institute			8.00	8.0
▶ Be sure to enclose a copy of the certificate of completion for session.			<u>. </u>	
2. 100 hours of MoCCFOA or IIMC approved CMC or MMC educat	tion hours	1 point per 2 education	hours	
Program Title/ Location	Mo./Yr.	<u>Hours</u>	Est. Points	MoCCFOA only:
▶ Be sure to enclose a copy of the certificate of completion or transcript from each	Institute or Academy ses	ssion.		
3. A Bachelor's degree or higher in Public Administration or spe				
College or University	Degree Earned	Mo./Yr. Completed	Est. Points	MoCCFOA only:
No court to analysis against afficial transposints for each degree colours that Trans	and the second s			
▶ Be sure to enclose a copy of official transcripts for each degree submitted. Trans	scripts will be evaluated in	i order to determine related ve	ersus unrelated.	
4. A Bachelor's degree or higher in an unrelated field - 10 points	*			
College or University	<u>Degree Earned</u>	Mo./Yr. Completed	Est. Points	MoCCFOA only:
Conege of Offiveronty				
Oslingo or Orintotoky				
gonego or Crimolony				
Solitor of Children's				
► Be sure to enclose a copy of official transcripts for each degree submitted. Trans	scripts will be evaluated in	n order to determine related ve	ersus unrelated.	
▶ Be sure to enclose a copy of official transcripts for each degree submitted. Trans	•	n order to determine related ve	ersus unrelated.	
 ▶ Be sure to enclose a copy of official transcripts for each degree submitted. Trans 5. Associate's degree in Public Administration or other related fit 	ield - 5 points. *			MoCCEOA only
 ▶ Be sure to enclose a copy of official transcripts for each degree submitted. Trans 5. Associate's degree in Public Administration or other related fit 	•	n order to determine related ve	ersus unrelated. Est. Points	MoCCFOA only
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▶ Be sure to enclose a copy of official transcripts for each degree submitted. Trans	ield - 5 points. * Degree Earned	Mo./Yr. Completed	Est. Points	MoCCFOA only:
 ▶ Be sure to enclose a copy of official transcripts for each degree submitted. Trans 5. Associate's degree in Public Administration or other related fice College or University ▶ Be sure to enclose a copy of official transcripts for each degree submitted. Trans 	ield - 5 points. * Degree Earned	Mo./Yr. Completed	Est. Points	MoCCFOA only:
 ▶ Be sure to enclose a copy of official transcripts for each degree submitted. Trans 5. Associate's degree in Public Administration or other related ficulty 	ield - 5 points. * Degree Earned scripts will be evaluated in	Mo./Yr. Completed	Est. Points ersus unrelated.	MoCCFOA only:

MRCC EDUCATION - 58 POINTS MINIMUM

MRCC EXPERIENCE & PROFESSIONAL CONTRIBUTIONS - 50 POINTS MINIMUM

► Moccfoa requires letters of employment verification from all past and present HR departments, city administrator, or mayor verifying the nature, duration, and scope of employment you are seeking credit for. Only full years will count

A. Administrative	Experience - 12	point minimum / 40	point maximum
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A. Administrative Experience	- 12 point minim	ann 7 40 point maxii	···u···	
1. Full-time Municipal or Deputy/Assistant Clerk with at least 4 of 8 Municipality and Position	core municipal cle	rk duties 4 points p	er year, 40 points Est. Points	maximum MoCCFOA only:
Part-time Municipal or Deputy Clerk with at least 4 of 8 core mur Municipality and Position	nicipal clerk duties	2 points per year, 4 Dates of Service (Mo/Yr)	40 points maximu Est. Points	MoCCFOA only:
managemy une i sonion		<u>Bates of convice (Mey 11)</u>	Lot. 1 ointo	Model externy.
Other full time administrative positions in local government <u>prior</u> year, 20 point maximum.	to becoming a Mu	l nicipal or Deputy Clerl	c. 1 point per	
Municipality and Position		Dates of Service (Mo/Yr)	Est. Points	MoCCFOA only:
4. Full time Administrative position in federal or state government	1 point per year			
Employer and Position		Dates of Service (Mo/Yr)	Est. Points	MoCCFOA only:
5. Full time Administrative position in business or not for profit	1 point per year, 20) points maximum.		
Employer and Position		Dates of Service (Mo/Yr)	Est. Points	MoCCFOA only:
D. M. 00504 Att.		4		
B. MoCCFOA Atter	idance - 25 poin			
6. MoCCFOA Spring Institute Conference Location	Mo./Yr. Completed	4 points per	year <u>Est. Points</u>	MoCCFOA only:
7. MoCCFOA Regional Institute		2 points per	-	
Conference Location	Mo./Yr. Completed		Est. Points	MoCCFOA only:
8. MoCCFOA New Clerks Institute				
Conference Location	Mo./Yr. Completed	I	Est. Points	MoCCFOA only:
			1.00	1.00
9. MoCCFOA Division Meeting		er meeting, 6 points m		
<u>Divison</u>	Mo./Yr. Completed		Est. Points	MoCCFOA only:

10. Missouri Municipal League Annual Conference	2 points per conference				
Conference Location	Mo./Yr. Completed		Est. Points	_	MoCCFOA only:
				L	
O Boothstoothoo to b	1-00504 5				
C. Participation in M	IOCCFOA - 5 po	ints minimum			
11. Chair of a MoCCFOA Committee		2 points per	year		
Committee		Dates of Service (Mo/Yr)	Est. Points	_	MoCCFOA only:
12. Active member of a MoCCFOA Committee		1 point per	vear		
<u>Committee</u>		Dates of Service (Mo/Yr)	Est. Points		MoCCFOA only:
				-	
13. Session Presenter at Division Meeting - maximum 2 presentation Session Title	ions allowed Mo./Yr. Completed	2 points	per event <u>Est. Points</u>		MoCCFOA only:
COOKIN TING	iwo./11. Completed		<u>Lot. 1 olino</u>	Ī	MOCCI CA OIIIY.
				L	
14. Division Officer		1 p	oint per year		
Offlice held	<u>Division</u>	Mo./Yr. Completed	Est. Points	_	MoCCFOA only:
Tresurer					
Secretary					
Vice President President					
i lesident				L	
15. Division Committee Chair		1 pc	int per year		
Committee	Division	Mo./Yr. Completed	Est. Points	_	MoCCFOA only:
D. IIM	C Participation				
16. IIMC Conference Attendance		points per IIMC confe			
Conference Location	<u> </u>	Mo./Yr. Completed	Est. Points	ı	MoCCFOA only:
				L	
17. IIMC Region VII Meeting	2 points	per IIMC Region VII Me	eeting		
Conference Location	T	Mo./Yr. Completed	Est. Points	Г	MoCCFOA only:
	<u> </u>	ļ		Ļ	
18. Athenian Leadership Society Dialogues	3 pc	oints each, 12 points m	aximum		
Book Title Only COMPLETED certificates are accepted, ATTENDANCE ONLY will not be		Mo./Yr. Completed	Est. Points		MoCCFOA only:
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E. Additional Education or Professional Experience					
19. Courses/Seminars and in-service training related to position of Municipal Clerk		1 point per 6 certified hours			
Conference Location		Mo./Yr. Completed	Est. Points		MoCCFOA only:
20. Officer in a related Professional Organization (ex GFOA,	1 point per year of service				
Name of Organizaiton		Mo./Yr. of Service	Est. Points		MoCCFOA only:
TOTAL ESTIMATED EXPERIENCE POINTS - 50 POINTS MINIMUM					
				MoCCFOA only:	
TOTAL ESTIMATED PONTS FOR MRCC CERTIFICAITON - 108 POINTS MINIMUM					