

# **CHIEF DEPUTY CITY CLERK**

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## **DEFINITION**

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Under general direction, assumes responsibility for City Clerk operations; oversees the preparation, processing and maintenance of official City documents; conducts elections; performs related duties as required.

## **DISTINGUISHING CHARACTERISTICS**

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This position serves as a member of the City's management team. The employee in this position works under the direction, is appointed by, and serves at pleasure of the City Clerk under the direction of the Deputy City Manager.

## **REPRESENTATIVE DUTIES**

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The duties listed below are examples of the work typically performed by the employee of this class. Not all assigned duties may be listed. Marginal duties are those which are non-essential job functions for this class.

1. Oversees the preparation and distribution of Council agendas, minutes, and correspondence; the maintenance of a comprehensive indexing and filing system for Council action and directives; codification and publication of ordinances.
2. Oversees the maintenance of official files and records of Council proceedings and actions; preparation, processing, distribution, and posting of public notices, bulletins, and contracts; serves as filing officer to receive Conflict of Interest Statements and other documents.
3. Processes petitions and claims filed with the Office of the City Clerk; provides information and assistance to the public; provides documents to other departments and to the public upon request.
4. Processes documents generated by the City Council, City Attorney and others; obtains signatures, records deeds, notices and other documents.
5. Coordinates municipal elections; arranges and coordinates polling places and workers; oversees ballot counting; certifies election results.
6. Represents and supports the policies and procedures established by the City Council and City Manager.

## **EMPLOYMENT STANDARDS**

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### **Education and/or Experience**

Graduation from an accredited college with a Bachelor's degree in public/business administration or a related field, or certification as a Municipal City Clerk; and four years of experience with increasing responsibility as a Deputy City Clerk, legislative aide or assistant to an elected or appointed board, or any combination of training and experience that provides the desired knowledge and abilities.

**Knowledge of:**

Principles and practices of supervision; California's election laws and procedures; local government functions and organization; practices of City Clerk operations; City code sections applicable to City Clerk operations; official document (e.g. resolutions, ordinances, proclamations) formats; principles and practices of office methods, records management and retention; correct English usage; including spelling, grammar and punctuation; computer applications including word processing, spreadsheet and other specialized programs.

**Skill in:**

Computer and keyboard operation sufficient to meet the requirements of the position, which includes taking and transcribing minutes at council meetings, board/commission meetings, etc.; typing/word processing speed at a rate of 50 wpm, or equivalent.

**Ability to:**

Understand, explain and apply rules, regulations, ordinances, policies and procedures; meet deadlines and prioritize workload of division and assigned staff; take minutes and summarize narrative information; apply technical procedures involving codes, specialized vocabulary, legal forms, and organization of data; edit documents for inconsistencies in spelling, punctuation, and grammar; codify and index official documents; use and operate personal computers and transcription equipment; type at the predetermined rate; organize complex filing systems in accordance with law and standard practice; develop and maintain effective working relationships with council, staff and the public; maintain confidentiality; exercise judgment, tact and diplomacy in a variety of situations; problem solve and make effective recommendations; communicate effectively and with correct grammar in written and oral form.

**Special Requirements**

Possession of or ability to obtain a valid California Driver's License at time of appointment.

**Physical Demands**

Strength, dexterity, coordination and vision to use a keyboard and video display terminal for long periods of time. Hearing to follow proceedings and take minutes. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 25 lbs. such as files, stacks of paper reference and other materials. Moving from place to place within an office; some reaching for items above and below desk level.

**WORKING CONDITIONS**

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Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise. A computer is used on a daily basis. Periodic contact with angry and upset individuals, frequent interruptions of planned work activities by telephone calls, office visitors and response to unplanned events. Attend evening meetings on a regular basis.

Date Adopted: October 7, 2003