

DEPUTY CITY CLERK

DEFINITION

Under direction, assists the Chief Deputy City Clerk in activities of the City Clerk's office; assists in the preparation, processing and maintenance of official City documents and municipal elections; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This position serves as a member of the City's management team and works under the direction of the Chief Deputy City Clerk.

REPRESENTATIVE DUTIES

The duties listed below are example 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. Assists in the preparation and distribution of council agendas, minutes, and correspondence; maintains a comprehensive indexing and filing system for Council action and directives; codifies and publishes ordinances.
2. Assists with maintenance of official files and records of Council proceedings and actions; prepares, processes, distributes, and posts public notices, bulletins, and contracts; assists the filing officer to receive Conflict of Interest Statements and other documents.
3. Assists with the processing of petitions and claims filed with the office of the City Clerk; provides information 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. Assists in the coordination of municipal elections; arranges and coordinates polling places and workers; assists in the counting of ballots.
6. Represents and supports the policies and procedures established by the City Council and City Manager.

EMPLOYMENT STANDARDS

Education and/or Experience

Four years of office experience including transcription and typing/keyboarding with some experience in City Clerk operations or as a 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:

English grammar, spelling, filing and arithmetic; modern office methods, procedures, terms and equipment; official documents (e.g., resolutions, ordinances, proclamations) formats; principles of office and records management; City government and organization; election procedures; practices of City Clerk operations; City Code sections applicable to City Clerk operations.

Skill in:

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

Ability to:

Take minutes; synthesize conference type discussions and condense information; maintain confidentiality; follow verbal and written directions; learn and apply technical procedures involving codes, specialized vocabulary, legal forms, and organization data; edit documents for inconsistencies in spelling, punctuation, and grammar; codify and index official documents; operate work processing and transcription equipment; use a computer terminal; to type at the predetermined rate; organize complex filing systems in accordance with law and standard practice; establish and maintain effective working relationships with superiors, peers, subordinates and the general public; communicate effectively, both verbally and in writing.

Special Requirements

Possession of or ability to obtain a valid California Driver's License may be required.

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 object weighting 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

Generally clean work environment with limited exposure to condition such as dust, fumes, odors, or noise. 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. Attendance at evening meetings on a regular basis.

Date Adopted: October 7, 2003