



Deputy City Clerk

Summary

Assist in the daily administration of City Clerk operations and activities.

Class Characteristics

General supervision is provided by the City Clerk; responsibilities may include the indirect supervision of support staff.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties:

Oversee the City Council agenda process, including assembling and distributing the council packet.

Oversee the recording of official documents; process council actions in the form of resolutions and ordinances.

Assist the City Clerk in the preparation and execution of municipal elections, including registering voters; advertise formal bids; receive, open and record the receipt of bids; publish legal notices; distribute campaign disclosure forms and statements of economic interest.

Receive and screen visitors and telephone calls, provide factual information, which may require the interpretation of policies and procedures; research and compile a variety of informational materials from sources both inside and outside the office.

Type drafts and a wide variety of finished documents from stenographic notes, brief instructions, or prior materials; use word processing equipment and input or retrieve data or prepare reports using an on-line or personal computer system.

Initiate specified correspondence independently for signature by appropriate management, supervisory or professional staff; review finished materials for completeness, accuracy, and format, compliance with policies and procedures, and appropriate English usage.

Organize and maintain various office files, including indexing council actions; follow up on projects, transmit information, and keep informed of unit activities.

Schedule and arrange for meetings; organize own work, set priorities and meet critical deadlines.

Serve as the City Clerk on a relief basis.

Perform related duties as assigned.

Skills/Abilities:

Provide varied office administrative assistance to the City Clerk.

Use initiative and independent judgment with established guidelines.

Compose correspondence independently or from brief instructions.

Type at a rate of 50 net words per minute from printed copy.

Organize work, set priorities, meet critical deadlines, and follow up assignments with a minimum of direction.

Communicate effectively both verbally and in writing.

Establish and maintaining effective working relationships with those contacted in the course of the work.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to sit, use the computer keyboard and mouse, use hands to finger, handle, or feel, reach with hands and arms, talk or hear, stand, walk, and stoop, or crouch. Occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires the ability to work in an office environment where the noise level is usually moderate.

Qualifications

Knowledge of:

Standard office administrative and secretarial practices and procedures, including business letter writing.

The operation of common office equipment.

Record keeping, report preparation, and filing methods.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

Standard business arithmetic.

Basic organization and function of public agencies.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education:

Equivalent to graduation from high school.

Experience:

Three years of responsible office administrative or secretarial experience. Business or secretarial school training is highly desirable

Certificates/Licenses:

Possession of a valid California Class C driver's license.

Must be willing to attend meetings outside normal working hours.

May require skill in taking dictation at a rate of 80 words per minute and transcribing it accurately.

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Established: 03/90
Resolution #:
Revised: 06/30/06
Department: City Clerk
FLSA Status: Non-exempt