



Deputy City Clerk

Definition

The Deputy City Clerk performs a variety of highly responsible and complex clerical, secretarial, and routine administrative duties in the City Clerk's Office.

Class Characteristics

This is a full-time position in the City Clerk's Offices. May assign and review the work of clerical personnel, prepare agendas and minutes, and assume the administrative and statutory responsibilities of the City Clerk when that person is absent.

Supervision Received and Exercised

Receives general supervision from the City Clerk.

Typical Job Functions

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Perform a wide variety of complex, responsible, and confidential clerical, administrative, and statutory duties.

Perform administrative projects for management personnel.

Research and compile background data.

Maintain records and files regarding department administrative activities.

Screen calls, visitors and mail; respond to moderately complex requests for information.

Interpret and explain city and department policies, rules, and regulations in response to inquiries.

Refer inquiries as appropriate.

Assist in developing department policies and procedures in order to meet department objectives.

Assist the City Clerk with municipal elections, including issuance of nomination papers and serving as filing officer for required FPPC documents.

Prepare agendas, assemble meeting packets, attend meetings, take and transcribe minutes, and prepare follow-up correspondence; schedule matters for consideration by City Council.

Prepare required public notices for commission vacancies.

Conduct bid openings for city projects.

Write and process agendas, minutes, ordinances, resolutions, staff reports, and legal advertisements.

Perform records management duties, including sorting, filing, indexing, purging, microfilming, scanning, research, and retrieval of documents in paper and digital form.

Arrange for the recording of deeds, easements, rights-of-way, ordinances, and other legal documents with the County Recorder as directed.

Respond to public records requests as required by the California Public Records Act.

Build and maintain positive working relationships with co-workers, other city employees and the public, using principles of good customer service.

Perform related duties as assigned.

Qualifications

Knowledge of:

English usage, spelling, grammar, and punctuation.

Modern office methods, procedures, computer equipment and software.

Business letter writing and report writing.

Pertinent government organizations, functions, policies, rules, and regulations, including the Ralph M. Brown Act, the Maddy Act, the Fair Political Practices Act, the California Public Records Act, and the California Election Code.

Principles and practices of assigning and reviewing the work of others.

Principles and practices of office administration and departmental operations.

Principles and practices of records management, including retention and destruction policies and use of computerized scanning and retrieval programs.

Ability to:

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

On a continuous basis, sit at a desk for long periods of time, intermittently, twist and reach office equipment, write or use keyboard to communicate through written means, occasionally run errands, lift and carry weight of 15 pounds or less.

Intermittently, review documents related to department operations.

Observe, identify, and problem solve office operations, and procedures.

Understand, interpret, and explain department policies and procedures.

Explain and problem solve office issues for the public and with staff.

Communicate clearly and concisely, both orally and in writing; compose general correspondence, letters, and reports, ordinances, and resolutions.

Handle multiple tasks and responsibilities involving the use of independent judgment and personal initiative.

Maintain efficient and effective department filing systems and databases, utilize automated records management software; prepare for Commission, City Council, Committees and miscellaneous meetings, as required.

Interpret and apply administrative and departmental policies, laws, and rules.

Use, and train others to use, current state-of-the art technology, such as: document scanners, digital tablets, specialized and/or customized software, including: Microsoft Word, Excel, and Outlook, Laserfiche Agenda Manager, Granicus Media Manager and Live Manager, and iPad apps including Goodreader and Dropbox.

Learn and operate new software and hardware as required.

Type accurately at a speed of 50 words per minute.

Analyze situations carefully and adopt effective courses of action.

Plan, organize, and schedule priorities in the office.

Compile and maintain complex and extensive records, and prepare reports.

Handle confidential information with professional demeanor and discretion.

Train and evaluate assigned clerical personnel.

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

Education and Experience

Two years of college in any coursework with business administration or related field desirable; four years of increasingly responsible secretarial and clerical experience involving frequent public contact.

Experience in a City Clerk's Office is highly desirable.

Licenses and Certifications

Possession a valid California driver's license; Possession of, or ability to obtain a Notary Public Commission is desirable.

FLSA: Non-exempt
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