

DEPUTY CITY CLERK

DEFINITION

To perform specialized administrative and clerical duties for Department Directors, commissions, committees, City Clerk, City Council and City Manager; to prepare and distribute agendas, agenda packets, minutes and other documents for various commissions and the City Council; and to provide backup duties when the City Clerk is out.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the single level technical Deputy City Clerk class. Incumbents initially perform the more routine duties assigned to positions in this class and work under close supervision. However, as experience is gained, incumbents are expected to perform the full range of duties as assigned with increasing independence.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the City Clerk.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Perform specialized administrative and clerical support for Department Directors, commissions, committees, City Clerk, City Council and City Manager; prepare and distribute agendas, agenda packets, minutes and other documents for various commissions, and the City Council; provide backup duties when the City Clerk is out.

Maintain filing systems and complex records, including confidential data; sort, index, purge, scan, research and retrieve documents in paper and digital form.

Prepare and publish legal and public notices for commissions and City departments; prepare correspondence, reports, forms, calendars, updates, and specialized documents as assigned; prepare drafts, notes and instructions; proofread various materials for accuracy and proper English, completeness and correct formatting; follow up and ensure timeliness and deadlines are met.

Assist to manage and maintain permanent records and information including resolutions, ordinances, deeds, professional services agreements and historical records and related records.

Assist the City Clerk in the administration and conduct of elections, compliance with the Political Reform Act (FPPC), Brown Act and Public Records Act, local conflict of interest code, public records requests, recruitment for City Council committees and commissions and claims for damages against the City.

Coordinate departmental activities with other City departments and agencies as required.

Assist to maintain web pages for elections and other special purposes.

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

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Practices and procedures for modern office operations.

Principles and practices of good customer service.

Methods and processes for accurate record keeping and data maintenance.

Principles and practices of municipal administrative clerical procedures and records management.

Relevant local, State, and Federal laws, rules and regulations related to area of assignment.

Ability to:

Perform specialized administrative and clerical duties for Department Directors, commissions, committees, City Clerk, City Council and City Manager.

Intermittently, review and evaluate documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve issues for the public and with staff.

On a continuous basis, sit at desk for long periods of time or stand at public counter; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Evaluate, organize, set priorities and meet deadlines.

Fulfill the essential duties of the City Clerk as necessary.

Use a complex filing system and maintain and retrieve important records and documents.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

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

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of increasingly responsible secretarial administrative program office experience.

Training:

Equivalent to an Associate's degree from an accredited college with major course work in public administration, business or a related field.

License and Certificate

Failure to obtain or maintain such required license(s) may be cause for disciplinary action.

Possession of a valid California Class C Driver License may be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Must obtain Notary within one year.