



Job Code: 0006
FLSA: NE
Unit: Confidential
Revised: 11/1/96

DEPUTY CITY CLERK

DEFINITION

Under general supervision, serves as principal assistant to the City Clerk; as necessary provides general administrative often of a confidential nature to the City Manager and City Attorney. Responsibilities include assisting in the organization of City Council and other public meetings; assisting in the conduct of municipal elections; preparation, recording, filing, and retrieval of documents and records; recording and transcribing of meeting proceedings; serving as acting City Clerk in the latter's absence.

SUPERVISION RECEIVED/EXERCISED

Receives immediate supervision from the City Clerk. Exercises no supervisory responsibility. May direct the activities of part-time or temporary employees.

TYPICAL DUTIES

1. As directed organizes City Council and other public meetings including preparing and posting meeting notices, notifying appropriate persons and agencies; securing meeting sites and making necessary physical arrangements, typing and distribution of meeting agenda, and overseeing and organization of and distribution of agenda materials.
2. When assigned attends City Council or other public meetings, takes minutes of proceedings, from either handwritten notes or recording device transcribes minutes for review by City Attorney.
3. Receives, files, and retrieves documents ensuring documents are maintained in accordance with applicable policies and regulations.
4. Assists in the conduct of municipal elections including preparing and posting of required notices, issuing, receiving and safeguarding election forms/documents, explaining election and filing procedures, coordinating election with County Registrar of Voters.
5. From drafts, types in final form a variety of documents including minutes, resolutions, ordinances, and documents of a confidential nature for the City Manager or City Attorney.
6. As assigned serves as acting City Clerk in the absence of the latter.
7. Posts notices, receives and records documents submitted in response to public bids.
8. Researches, retrieves and provides a variety of information regarding municipal affairs to individuals and organizations; coordinates the updating of City's internet home page.

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9. Performs a variety of administrative tasks associated with operation of the City Clerk's Office.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Standard office, administrative and secretarial practices and procedures.
2. Filing systems and records management principles and practices.
3. Business computer user applications including word processing and data base.
4. Proper English usage, spelling, grammar, punctuation.
5. Accepted formats of legal documents desirable.

Skill to:

1. Perform secretarial and basic administrative duties as required including typing at 60 wpm.
2. Understanding and carrying out directions both oral and written.
3. Establishing and maintaining indexes and files.
4. Track accurately, the processing of documents/reports.
5. Operate word processing and dictating equipment.
6. Independently compose public hearing notices and other correspondence.
7. Establish and maintain effective working relationships with City staff, the public, and public officials.
8. Process documents of a sensitive and confidential nature.
9. Organize work.
10. Transcribe and summarize notes from written or recorded material.
11. Accurately and completely record the proceeding of public meetings using shorthand or comparable recording methods.
12. Read, understand, explain governmental regulations.

Experience and Education:

Any combination of education and experience that would result in the knowledge, skills and abilities required of this position. A typical way to obtain the required knowledge, skill and ability would be high school diploma or GED equivalent and some supporting college courses in the general education or business areas and three years of secretarial/administrative experience. Previous work in a City Clerk's office is desirable.

License:

Valid California driver's license.

Other Requirements:

Attend night meetings as directed; sit for extended periods of time, occasionally lift and carry boxes of records weighing up to 25 pounds and reach overhead, bend, and stoop to file and retrieve records from files.

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