



CLASSIFICATION SPECIFICATION DEPUTY CITY CLERK

JOB SUMMARY:

Under general supervision, the Deputy City Clerk is responsible for a variety of simple to moderately complex projects such as records management, public information, public engagement, and assisting with municipal elections; prepares council agendas and materials; and performs other related duties as assigned.

CLASS CHARACTERISTICS:

The Deputy City Clerk assists with the processing of City documents, City Council agendas, public records requests, responding to official and public inquiries relative to the conduct of elections, and other administrative matters. This class differs from the Assistant City Clerk due to the level of experience required, complexity of work performed, and greater independence within established guidelines.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Compiles and edits correspondence, reports, memoranda, and other documents such as contracts, legal documents, special forms, council agendas, resolutions, and ordinances; provides information related to citizen initiated processes such as initiative and recall; and assists with the organization and administration of filings and communications related to the Fair Political Practices Commission including campaign disclosures and conflict of interest statements.
- Assists in the administration of elections and election related activities and issues; notices, advertises, and calendars public hearings; updates the City's cable television scroll and City Clerk-related information on the City's internet web page; and participates in a variety of special projects such as information and training workshops for a variety of individuals.
- Assists with requests under the Public Records Request Act; provides information and access to City records to staff and the public; and ensures the proper maintenance and retrieval of official documents such as City Council/Agency/Commission actions as directed.
- Responds to inquiries from the public, elected officials, and City staff regarding official City actions, functions, and processes related to the City Clerk's Department.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Pertinent federal and state laws, ordinances, rules, and regulations that are integral to the City Clerk's Department including the Brown Act, Political Reform Act, Public Records Act

requests, agenda packet preparation, elections, and other related areas; office administrative practices and procedures; and City department policies and procedures.

- Correct English usage, spelling, grammar, and punctuation; business letter writing and other document preparation; and modern office methods, procedures, and equipment including the use of a computer, copier, facsimile machine, scanners, calculator, and various computer applications and software packages.
- Principles of fiscal, statistical, and administrative research and report preparation; records management principles and procedures including record keeping and filing principles and practices; methods and techniques of proper phone etiquette; and customer service and public relations methods and techniques.

Skills/Abilities:

- Correctly interpret and apply federal, state, local laws, codes, and regulations; analyze situations carefully and adopt effective courses of action; and correctly interpret and apply general administrative and department policies and procedures.
- Communicate clearly and concisely both orally and in writing; understand follow oral and written directions as provided; work at time with minimum supervision; create and edit a variety of documents; and organize and maintain office and specialized files.
- Establish and maintain an effective working relationship with fellow employees, the public, elected officials, and other departments and outside agencies.

Education and Experience:

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- Associate's degree in public administration, business administration, or a closely related field.
- Three years of increasingly responsible clerical, technical, or administrative experience in a City Clerk's Department or similar organization.

Licenses and Certifications:

- Ability to obtain a Notary Public License within six months of employment is desirable.
- Possession of a valid Class C California Driver's License and ability to maintain a satisfactory driving record are required.

PHYSICAL DEMANDS:

- Ability to lift up to 10-15 pounds or more and get from one location to another in the course of doing business including climbing stairs, stooping, and bending.

WORK ENVIRONMENT:

- Employee generally works indoors. Environment is generally clean with limited exposure to conditions such as dust, fumes, or odors. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to loud talking and interruptions from telephones and/or members of the public.

NOTE:

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

Established Date: February 27, 2018