



## DEPUTY CITY CLERK

### **Definition:**

Under general supervision, provides staff support to the City Clerk, City Manager, and elected officials, and provides a wide variety of complex administrative and clerical support duties to the City Manager's Office.

### **Essential Job Duties:**

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Acts as department receptionist, receives telephone calls and complaints, and provides assistance to the public and other agencies.
2. Acts as department administrative secretary, which includes providing administrative assistance to elected officials.
3. Assists with the preparation of the City Council agenda packets including minutes and follow-up documentation.
4. Attends, participates, and assists with the preparation of all City Council meetings.
5. Preparation of city certificates and proclamations.
6. Assists with maintaining, disposing, and preserving official city documents and records in compliance with the city-wide records management program.
7. Assists with the coordination of municipal elections.
8. Assists with the filing of Statements of Economic Interest and campaign disclosure statements.
9. Assists with the coordination and monitoring of elected and appointed officials' AB 1234 and other legally required training.
10. Assists with responses to Public Information Records Act requests.
11. Processes legal publications.
12. Routes and maintains city contracts.
13. Books travel arrangements, schedules appointments and organizes meeting schedules for the City Clerk, City Manager and City Council
14. Prepares a variety of moderately complex documents, letters and reports in draft and final form using a personal computer and word processing software.
15. Operates a variety of office equipment.
16. Assists in moderately complex research data collection and report preparation.
17. Attends periodic evening meetings and weekend events.
18. Serves as Acting City Clerk when assigned.
19. Performs other related duties as required.

**Minimum Knowledge, Skill and Ability:**

**Knowledge of:**

- Professional writing techniques.
- Record keeping principles and procedures.
- Computers and office software applications.
- Functions, policies, and procedures of relevant departments and/or operations.
- English usage, spelling, grammar, and punctuation.

**Skill and Ability to:**

- Provide customer service to the public and staff in person, on the telephone, or through computers.
- Establish an effective working relationship with the public, elected officials., and all levels of staff and management.
- Understand and follow verbal and written direction.
- Plan, organize, prioritize, and perform duties as assigned with minimal supervision.
- Operate standard office equipment, a personal computer, and relevant software in a Mac environment.
- Interpret and apply laws, codes, and regulations pertaining to City Clerk functions.
- Interpret and apply department policies and procedures.
- Communicate clearly and concisely, both orally and in writing.
- Research and compile information.
- Maintain records.
- Successfully adapt in a high-volume, fast-paced working atmosphere with multiple activities.

**Training and Experience:**

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities could be considered qualifying. A typical way to obtain the knowledge, skills, and abilities would be graduation from high school or equivalent, and three years clerical experience. Municipal experience, particularly in a City Clerk's office, is preferred.

**Licenses and Certificates:**

Possession of a valid California driver's license is required by the date of hire and certification as a California Public Notary OR ability to obtain such certificate within 12 months of employment.

**Physical Requirements and Working Conditions:**

- Requires vision (which may be corrected) to read small print.
- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- Performs lifting, pushing, and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Subject to inside environmental conditions.
- May be required to work at a computer for prolonged periods.
- May be required to use personal vehicle in the course of employment.
- May be required to work evenings and on weekends.