

DEPUTY CITY CLERK

Salary Range: 28 (Confidential Salary Schedule)

DEFINITION

Under general supervision to perform a variety of responsible and complex technical and administrative functions in support of the City Clerk's Office; processes and records official City documents; provides public records as requested; assumes the duties of the City Clerk in his/her absence; provides administrative support to the City Manager, City Attorney, and the City Council; and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

This is a single-position, advanced journey level classification where incumbents are expected to independently accomplish duties that involve exercising sound decision making and proper judgment. The Deputy City Clerk is distinguished from the Senior Office Assistant and Administrative Assistant in that the former is required to gain a thorough knowledge of policies and procedures pertaining to matters before the City Council agendas, resolutions, ordinances, and records management.

SUPERVISION RECEIVED AND EXERCISED

Incumbents receive general direction from the City Clerk, and may exercise technical and functional direction over assigned staff.

EXAMPLES OF DUTIES, KNOWLEDGE, AND ABILITIES

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

- Independently performs a wide variety of difficult, complex, specialized and confidential administrative support for the City Clerk, City Manager, City Attorney, and City Council, including composing, editing, and formatting documents including pleadings, briefs, opinions, ordinances, resolutions, contracts, and correspondence.
- Coordinates and prepares agendas for City Council meetings, reviews agenda items for compliance with legal requirements; provides the required public notices for meetings and public hearings as assigned; and provides copies of resolutions, ordinances, agendas, and minutes.
- Attends assigned City Council and Planning Commission meetings; records the items before the council and/or commission and the actions taken regarding the disposition of such items.
- Administers oaths and affirmations; takes and certifies affidavits and documents pertaining to City matters; handles court filings and service of legal documents; receives and processes claims filed with and against the City; and maintains a law library.
- Develops, coordinates, implements, and maintains sensitive and confidential records of the City, including retention, retrieval, and destruction of records; destroys records in compliance with authorized policies and procedures ensuring compliance with federal, state, and local regulations; responds to requests for public records; receives and tracks all Fair Political Practices Commission (FPPC) related documents; maintains and provides public access to all City public records; distributes and receives 700 filings; and attests, publishes, posts, and indexes and files all ordinances and other City public records.

- Assists in conducting municipal elections; and assists in maintaining the Municipal Code.
- Provides information to the public or City staff that may require the interpretation of policies, rules, or procedures; receives and responds to calls and visitors with tact and diplomacy; researches and responds to requests for sensitive information and assistance; helps resolve citizen concerns and complaints.
- Researches and assembles information from a variety of sources for the completion of forms or the preparation of reports; makes arithmetic and statistical calculations; maintains records and files.
- Prepares a wide variety of complex reports, summaries, memoranda and forms requiring independent research, assembly of information, judgment and interpretation, and prepares complex tables and spreadsheets.
- Proofreads and checks typed and other materials for accuracy, completeness, and compliance; prepares correspondence, reports, forms and specialized documents.
- Makes appointments and maintains calendars; schedules and arranges meetings; makes travel arrangements; prepares agendas and takes minutes at a variety of meetings; prepares required informational materials; sorts and distributes mail; orders supplies and materials
- Assists with or administers executive projects; fosters cooperative working relationships with civic groups, inter-governmental agencies and City staff; helps develop, implement and maintain goals, objectives, policies and priorities for assigned projects; helps ensure that established goals are achieved; attends and participates in professional community meetings as required; stays current on related issues.
- Acts as the City Clerk in his/her absence.
- Performs other duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Pertinent local, State and Federal laws, rules, and regulations, including the California Public Records Act, the Ralph M. Brown Act, the California Political Reform Act, the California Elections and Government Codes, and the regulations of the California Fair Political Practices Commission
- Principles and practices of government records management including records and retention laws
- Legal terms, forms, and documents
- Court procedures and requirements
- City and department policies, rules, and methods of operation
- Organization and function of public agencies, including the role of the City Manager, City Clerk, an elected City Council, and appointed boards and commissions
- Standard office administrative practices and procedures
- Business arithmetic and basic statistical techniques
- Methods and techniques of effective technical report preparation and presentation
- English usage, grammar, spelling, vocabulary, and punctuation
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, and regulatory organizations and with

property owners, developers, contractors and the public

- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone
- Pertinent federal, state and local rules, regulations and laws applicable to assigned projects
- Computer applications related to the work, including word processing, database, and spreadsheet applications; and specialized software used in the City Clerk's office.
- Records management principles and practices

Ability to:

- Perform responsible and complex administrative support work involving the use of independent judgment, and personal initiative
- Understand, interpret, and explain policies, procedures, laws and regulations related to assignment
- Know and understand all aspects of the job
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Respond to and effectively prioritize multiple phone calls, walk-up traffic and other requests/interruptions.
- Establish and maintain a complex and extensive records management system.
- Prepare, monitor, and update various agreements, contracts, policies, and other documents
- Make accurate statistical calculations
- Resolve customer service issues in a professional manner.
- Coordinate department activities with other City departments and agencies as required
- Interpret and apply federal, state and local policies, procedures, laws and regulations
- Organize and coordinate the activities of public and private community groups
- Analyze complex problems, evaluate alternatives, and make sound recommendations.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines
- Effectively represent the department and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations and individuals
- Establish and maintain effective working relationships with those contacted in the course of the work
- Use computer technology and applications in the performance of daily activities
- Perform research; prepare and present clear, concise and logical written and oral reports
- Use English effectively to communicate in person, over the telephone and in writing
- Meet the physical requirements necessary to safely and effectively perform the assigned duties

Minimum Qualifications:

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

Five (5) years of increasingly responsible secretarial or administrative experience and completion of the 12th grade.

GENERAL QUALIFICATIONS

License Requirements:

- A valid California class C driver's license with satisfactory driving record is required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.
- Possession of or the ability to obtain a Certified Municipal Clerk (CMC) certificate.
- Possession of or the ability to be commissioned as a Notary Public of the State of California

Physical Requirements:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; ability to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone; finger dexterity for simple grasping, fine manipulation and the ability to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment; simple grasping and fine manipulation; frequently bend, stoop, kneel, reach, climb, and walk on uneven surfaces to participate in recreational activities; push and pull drawers open and closed to retrieve and file information; occasionally lift, move, and carry objects that typically weigh up to 20 pounds.

Working Conditions:

Incumbents appointed to this class work primarily in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances; may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Incumbents may be required to work on evenings, weekends and holidays and attend meetings before or after normal business hours.

FLSA: NE

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.