



DEPUTY CITY CLERK I/II

Class specifications are intended to present a description of the range of duties performed by the classification. Specifications are not intended to reflect all duties performed. Classifications will perform other related duties as assigned.

Definition:

Under supervision, this position performs a variety of responsible, technical and complex duties in support of the City Clerk. The Deputy City Clerk is responsible for the maintenance of a comprehensive system for records of action and official documents. Other duties may include assisting with the preparation and distribution of the City Council agenda, Fair Political Practices Commission filing obligations and compliance with the State's Brown Act public noticing requirements. The Deputy City Clerk is responsible to provide high level and complex administrative assistance to the City Council. This position may exercise supervision over technical and other clerical staff.

Classification Characteristics:

Deputy City Clerk I: This is the entry level position in the Deputy City Clerk series and is distinguished from the Deputy City Clerk II by the performance of the less complex duties assigned within the series. The Deputy City Clerk I is typically used as a training class. Positions in this class are flexibly staffed and may advance to the Deputy City Clerk II level when training and experience is sufficient to perform at the full journey level. This position receives general supervision and may receive technical and functional supervision from higher level staff.

Deputy City Clerk II: This is the full journey level position in the Deputy City Clerk series. This class is distinguished from the Deputy City Clerk I by the performance of the full range of duties assigned including exercising independent judgment within established guidelines and regulations. Positions in this class are flexibly staffed and are normally filled by advancement from the Deputy City Clerk I level, or when filled from the outside, have prior experience. This position receives general direction.

Essential Functions:

- Assist with the administration of processing of contracts from all City departments to ensure compliance with City policies and procedures.
- Research, retrieve and provide information and assistance to the public pertaining to requests made via the Public Records Act.
- Assist with preparation of agenda, agenda packets and minutes for City Council meetings; post agenda and staff reports on the website.
- Plan and supervise the retention, maintenance, distribution and filing of records and documents related to transactions of the City; including ordinances, resolutions, deeds, contracts, agreements, notices, minutes, reports and related papers; maintain and update the Municipal Code and California statutes.
- Oversee the administration of the city-wide Records Management Program.
- Participate in assigned administrative support functions including the budget; may train, supervise and direct work activities of assigned clerical and technical staff; prioritize and coordinate work assignments; review work for accuracy.

- Interact with co-workers, at all levels in the organization and the public in a collaborative and customer service oriented manner.
- Interpret policies, rules and regulations in response to inquiries and refer inquiries as appropriate.
- Prepare City Council reports as required. Prepare and proofread a variety of legal notices.
- Assist in the conduct of municipal elections.
- Work independently and make appropriate decisions based on knowledge of City policies.
- May assist with the Passport Program; accepting and processing applications as necessary.
- Assure the confidentiality of City's confidential records and information.
- Perform other related duties and responsibilities as required.

Deputy City Clerk I Qualifications:

Knowledge of:

- Practices used in taking and preparing meeting minutes.
- Principles, practices and procedures of automated and manual records management, retrieval and storage, document imaging and computer systems and software related to maintain municipal records.
- Principles of business letter writing and report preparation.
- Verbal and written communication skills including proper grammar.
- Modern office procedures, methods and computer software.
- Pertinent Federal, State and local laws, codes and regulations.

Ability to:

- Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Exercise good judgment, flexibility and sensitivity in response to customer inquiries and complaints.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including City officials, City staff and the public.
- Maintain physical condition, audio-visual discrimination and perception and mental capacity appropriate to the working conditions and the performance of assigned duties and responsibilities.

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

Experience:

Three years of responsible public agency administrative experience that involves maintaining complex files and records; providing varied and complex technical assistance regarding policies, procedures and regulations to City staff and the public; and taking, preparing and editing minutes of public meetings.

Training:

Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in business administration, public administration or a related field.

License or Certificate:

- Possession of a California Class C Driver's License.
- Ability to obtain appointment as a Notary Public.
- Ability to obtain certification as a Passport Acceptance Agent.

Deputy City Clerk II Qualifications:

Knowledge of:

- Laws, regulations, policies and procedures governing the legislative and public records functions of municipalities including the Brown Act, the Elections Code, the Fair Political Practices Code (FPPC) and the Public Records Act.
- The function, organization and operation of the City Clerk's Office.
- Principles, practices and procedures of automated and manual records management, retrieval and storage, document imaging and computer systems and software related to maintain municipal records.
- Principles and procedures of record management, including optical scanning processes.
- Practices used in taking and preparing meeting minutes.
- Principles of leadership, supervision and training.
- Verbal and written communication skills including proper grammar.
- Modern office procedures, methods, computer software.
- Federal, State and local laws, rules and regulations governing area of responsibility.

Ability to:

- Interpret and apply administrative, departmental and City-wide policies and procedures.
- Work independently in the absence of supervision.
- Monitor work quality and progress of work provided by outside service providers.
- Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.
- Research, analyze and evaluate programs, policies and procedures.
- Independently prepare complex correspondence, memoranda and reports.
- Communicate clearly and concisely, both orally and in writing.
- Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.
- Prepare clear and concise reports, correspondence and memoranda.
- Understand and follow oral and written instructions.
- Exercise good judgment, flexibility and sensitivity in response to customer inquiries and complaints.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including City officials, City staff and the public.
- Maintain physical condition, audio-visual discrimination and perception and mental capacity appropriate to the working conditions and the performance of assigned duties and responsibilities.

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

Experience:

Two years of responsible experience performing duties equivalent to that of a Deputy City Clerk I.

Training:

Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in business administration, public administration or a related field.

License or Certificate:

- Possession of a California Class C Driver's License.
- Ability to obtain appointment as a Notary Public.
- Ability to obtain certification as a Passport Acceptance Agent.

Working Conditions:

Work primarily in an office environment including sustained posture in a seated position for prolonged periods of time; standing and moving around work area. Subject to frequent interruptions and contact in person and on the telephone. Position requires grasping objects, repetitive hand movement and fine coordination including use of a computer keyboard. Speaking and acute hearing is required for responding to in-person and telephone inquiries. Vision is required for normal office work. The need to lift and carry files and documents weighing up to 25 pounds is required.