DEPUTY CITY CLERK

DEFINITION

Under close supervision, performs a wide variety of specialized administrative duties in the Office of the City Clerk; researches inquiries regarding administrative and legislative history of the Council and assists in the preparation, custody and preservation of official documents and records in the Office of the City Clerk.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from the City Clerk or designee. Exercises no supervision.

DISTINGUISHING CHARACTERISTICS

This class performs duties of a technical nature in the Office of the City Clerk including optical imaging, records management and legislative research. Incumbents provide detailed information to City departments, citizens and outside agencies. This class differs from the Senior Deputy City Clerk in that incumbents of the latter perform the full-range of duties under a minimum of supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES
May include, but not limited to, the following:

Retrieves and copies public records; responds to questions from City departments, agencies, news media, and the public; refers individuals to appropriate agency or department; collects fees and prepares receipts and accepts as well as processes claims, summons, and complaints filed against the city.

Receives and screens visitors and phone calls; provides information on department activities, functions, policies, and procedures as required.

Posts meeting notices; prepares and distributes agendas and associated documents to the City Council, Mayor and City Manager.

Processes documents to be posted on the bulletin board, internet and other designated areas ensuring ADA compliance format.

Sets up Council chambers prior to the meetings and removes and stores materials afterward.

Conforms ordinances and resolutions; processes documents subject to the Mayor's veto.

Administers oaths of office.

Coordinates Employee of the Quarter with various department contacts; creates certificates; mails invitations and arranges refreshments for the event.

Performs general administrative work including but not limited to filing, processing purchase orders and payment vouchers.

Stores documents using approved retention schedule; scans and indexes documents in a digital format.

Processes the municipal code updates with the publisher following council approval of ordinances that impact the city code.

Performs related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Municipal organization, policies, functions and procedures.

Requirements of the Brown Act, City Charter, records management practices, election code, and computer software applications.

Business English usage; spelling, grammar and punctuation.

Complex recording keeping principles.

Principles of excellent customer service.

Organization, procedures, and operating details of the City Clerk's Office and City government.

Skill to:

Use computers and computer software applications.

Manage multiple tasks and deadlines

Provide quality customer service; interact with Councilmembers and provide administrative assistance as required.

Respond to a variety of requests for information.

Make decisions in accordance with various laws, rules and regulations.

Ability to:

Communicate effectively orally and in writing.

Work cooperatively and effectively with other departments, outside agencies, elected officials, and the general public.

Interpret, and apply state and local legislation.

Work independently in the absence of supervision.

MINIMUM QUALIFICATIONS

Possession of a high school diploma, GED or equivalent;

AND

Three (3) years of increasingly responsible administrative experience, preferably within a public agency, which includes one (1) year of records maintenance.

Special Requirement:

Possession of a valid California Class "C" Driver's License may be required at time of appointment.

APPROVED: *(Signature on File)*   DATE: 7/1/2020
                   Director of Personnel Services

NEW: 8/1/2018
REVISED: 7/1/2020