

DEPUTY CITY CLERK

Job Summary:

Under the direction of the City Clerk and/or Chief Deputy City Clerk, performs a variety of complex and responsible administrative and clerical support duties in the City Clerk's Office; coordinates assigned activities with other City divisions, outside agencies and the general public; and may lead or supervise the work of clerical support staff.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Organizes and supports the City Clerk's Office ensuring efficiency of the office operations and staff; coordinates communications, relieving the City Clerk of administrative detail.
2. Monitors and coordinates the execution of documents by City officials; distributes fully executed documents to corresponding City divisions.
3. Processes new commissioners, committee or board members; maintains and updates commissions, committees and boards database and reports.
4. Coordinates public notices, notices inviting bids and newspaper publication; assigns and maintains resolution and ordinance log books.
5. Prepares and distributes meeting notices and agenda; attends meetings and conferences to record proceedings or receive information; prepares and distributes comprehensive minutes as assigned.
6. Provides information to City officials, administrators, staff, outside agencies and the public; interprets and explains City laws and guidelines, policies, programs, rules, requirements and procedures.
7. Trains and orients newly-hired clerical staff.
8. Assigns, directs and reviews work of clerical staff to ensure completion in a timely and efficient manner.
9. Composes difficult correspondence independently on a variety of matters from rough drafts, transcription machine tapes or verbal instructions.
10. Receives and interviews callers, both in person and on the telephone; screens and refers to corresponding City staff.
11. Attends City Council/Redevelopment Agency meetings in the absence of the Chief Deputy City Clerk and/or as required; takes notes and prepares minutes.
12. Assists in the preparation and conduct of municipal and special elections as directed by the City Clerk.
13. Opens, sorts and routes mail; maintains a variety of confidential information, complex files and records.
14. Maintains calendar for the City Clerk; schedules appointments; makes travel and hotel arrangements.
15. Proofreads received documents such as, but not limited to, public hearing notices, contracts, agreements, resolutions and/or ordinances prior to review and execution by the City Clerk.
16. Transcribes dictation from transcription machine tapes; prepares and types letters, reports, bulletins and memoranda.
17. Operates a variety of office machines and equipment including personal computer and related software, calculator, transcribing equipment and copier.
18. Conducts research, gathers materials and compiles information for reports; prepares reports of such research for the City Clerk or members of the City Council as assigned.

19. Acts as Filing Officer for the Political Reform Act in the absence of the City Clerk and/or Chief Deputy Clerk for: campaign statements, conflict of interest statements; processes and reviews statements for completeness; sends certain filings to Fair Political Practices Commission (FPPC) in Sacramento; sends certain filings to Secretary of State in Sacramento; assesses penalties for late filings; notifies filing deadlines.
20. Performs related duties as required.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and/or Experience:

Associates Degree in secretarial science, record management or an occupationally related field and five (5) years of secretarial experience including one (1) year in the City Clerk's Office or related municipal organization and two (2) years experience in a lead or supervisory capacity. Experience and/or education in a related field may be substituted on a year for year basis.

Knowledge of:

- Applicable laws, ordinances, codes, regulations, policies and procedures.
- Modern office practices, procedures and equipment.
- General record-keeping practices.
- General and special municipal elections procedures.
- Personal computer software and hardware.
- Telephone techniques and etiquette.
- Basic functions and responsibilities of the City Clerk.
- City organization, operations, policies and objectives.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Principles and practices of supervision and training.
- Office practices and procedures.

Skill and/or Ability to:

- Type at 60 net words per minute from clear copy.
- Train and provide work direction to office clerical and secretarial support as assigned.
- Assign and review the work of others.
- Transcribe dictation accurately at an acceptable rate of speed.
- Compile and organize complex material and summarize in report form.
- Compose independently or from oral instructions, letters, memos, bulletins or other material.
- Provide secretarial and administrative support to a high level administrator or executive manager.
- Maintain accurate records and prepare clear and concise reports.
- Read, interpret and follow rules, regulations, policies and procedures.
- Effectively communicate both orally and in writing.
- Establish and maintain effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Understand and follow oral and written directions.
- Maintain confidentiality.
- Exercise independent judgment in relieving the City Clerk of administrative detail.
- Operate a variety of office machines and equipment including personal computer and related software.

License:

Possession of a valid California Class C driver's license. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record.

Physical Requirements and Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform work which is primarily sedentary.
- Is subject to inside environmental conditions.
- May be required to attend periodic evening meetings and/or to travel within and out of City boundaries to attend meetings.
- May be required to work at a computer terminal for prolonged periods.
- May be required to work evenings and/or weekends.