

## **DEPUTY CITY CLERK**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are not intended to reflect all duties performed with a job.*

### **DEFINITION**

Under general supervision, perform a variety of highly responsible, sensitive and complex administrative duties in support of the City Clerk, Mayor, and City Council including the administration and maintenance of official City records and legal documents; act as a liaison between the City and outside agencies and the public; attend Council meetings; coordinate the activities of the City Clerk's Office; and prepare minutes and reports in the absence of the City Clerk.

### **DISTINGUISHING CHARACTERISTICS**

This position reports to the City Clerk and is distinguished from the City Clerk in that the latter performs the full range of required duties and responsibilities at the highest and most complex level.

### **EXAMPLES OF DUTIES**

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

- Serve as first line of contact to external customers on the main telephone line; refer customers to the appropriate department and/or provide a variety of general information regarding City functions.
- Provide responsible and complex technical administrative support to the City Clerk, Mayor, and City Council.
- Prepare and proofread a variety of complex and confidential reports, letters, memoranda, forms, resolutions, and ordinances agreements.
- Independently, or from a rough draft or verbal instructions, prepare correspondence.
- Take and transcribe meeting minutes.
- Maintain accurate records of expiration dates of City agreements, ordinances, resolutions, and other documents to ensure proper follow up.
- Assist the City Clerk in serving as a liaison between the City and outside organizations; distribute information to City staff and the public.
- Perform Notary Public duties for City staff and the public.
- Assist with the acceptance of subpoenas, summons, and complaints for, and on behalf of, the City.
- Perform certification and recording for the City, as required, on legal documents; certify with the City's seal and attest signatures on ordinances, resolutions, contracts, easements, deeds, and other documents as required.
- Assist with the codification of ordinances in the City's Municipal Code.
- Coordinate with other departments to assist with the research for, and preparation of, Council meeting staff reports.
- Prepare City Council and Finance Committee agenda packet; review packet for

completeness; coordinate the duplication and publication of the packet; and, process Council and Committee actions.

- Coordinate the City's records management system to ensure compliance with appropriate guidelines for records management and disposition; provide technical support to other departments with respect to records retention and destruction.
- Post, publish, and distribute notices for meetings and public hearings.
- Assist with election activities and with the coordination of political information meetings.
- Assist in the coordination of Fair Political Practice Commission statement filings.
- Investigate and make recommendations to resolve difficult and sensitive complaints, and inquiries from the public.
- Provide training and technical support to City staff in the use of various software packages for agenda item preparation and records management.
- Review, research, and summarize information and assist in the preparation of related reports and correspondence.
- Compile data for special projects; collect and assemble data and background materials for a variety of reports.
- Monitor the City's website and upload documents related to the City Clerk's Office.
- Accept and process passport applications; review documentation to ensure completeness and respond to questions regarding process.
- Coordinate for the maintenance of office equipment; order, receive, and maintain office supplies.
- Prepare routine correspondence.
- Provide backup to administrative support staff in other departments as necessary.
- Serve in the absence of the City Clerk, in an acting capacity.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

## **EMPLOYMENT STANDARDS**

### Knowledge of:

- Modern office procedures and equipment including the use of a variety of software applications.
- Pertinent local, state and federal regulations related to the retention and release of documents and preparation and publication of agenda items.
- Business letter writing and basic report preparation techniques.
- Principles and procedures of filing and recordkeeping.
- English usage, spelling, grammar, and punctuation.
- Rules and regulations governing public meetings.
- Pertinent laws, regulations, and guidelines for records retention.
- Principles and practices of customer service.

### Ability to:

- Plan, organize, and schedule office priorities.
- Interpret, apply and explain City policies, procedures, and regulations.
- Independently perform difficult administrative support in a confidential manner.
- Respond to and assist in the resolution of inquiries and complaints.

- Independently prepare correspondence and memorandums.
- Operate and use modern office equipment including a computer and common software.
- Prepare correspondence and memoranda.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Minimum Qualifications:**

**Education and/or Experience:**

Two years of increasingly responsible office administrative experience including records management, preferably with experience in a City Clerk’s Office.

**Certificates:**

- Notary Public Certificate.
- Ability to obtain certification as a Certified Municipal Clerk is desirable.
- Ability to obtain certification as a Passport Acceptance Agency and meet all Department of State’s requirements to do so.

**License Requirement:**

Possession of a valid California Class C Driver License is required at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

**Physical Requirements:**

Work is performed in a typical office environment. (1) Mobility: frequent use of keyboard; frequent sitting for long period of time; occasional bending or squatting. (2) Lifting: Frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise.

**Other Requirements:**

Requires evening and/or weekend work.

Classification	Adopted	Revised	Retitled	Class Code	FLSA Designation	Rep Unit
Deputy City Clerk	11/2002	11/2013		4720	Non-Exempt	4

APPROVED: \_\_\_\_\_  
Administrative Services Director

Date: \_\_\_\_\_