

## CITY OF EASTVALE



### DEPUTY CITY CLERK (Full-time)

#### **DEFINITION**

Under general supervision, performs a wide variety of administrative and support tasks in the City Clerk's Department; performs the duties of the City Clerk in the City Clerk's absence; provides information and assistance to the public regarding department activities; assists in the conduct of municipal elections, records management, and Public Records Act requests; performs related duties as required.

#### **DISTINGUISHING CHARACTERISTICS**

This classification performs a variety of administrative duties including assisting in the development of City Council agendas, administration of filings, records management, assisting with municipal elections, and coordinating with other City departments. The nature, scope, and diversity of responsibilities of this classification requires a broader understanding of City functions and the capability of relieving the City Clerk of day-to-day office administrative and coordinative duties, as well as fulfilling some of the duties of the City Clerk or Assistant City Clerk in their absence.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the City Clerk or Assistant City Clerk; may provide lead direction to other office administrative support staff as assigned.

#### **ESSENTIAL FUNCTIONS**

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

1. Performs a wide variety of responsible, and confidential duties for the publication, filing, indexing, and safeguarding of City Council proceedings.
2. Assists in the preparation, development, distribution, filing, and archiving of official City documents; and assists the City Clerk and/or Assistant City Clerk in the management and administration of the City's Records Management Program.
3. Takes notes of meetings; transcribes notes or taped proceedings; and prepares minutes of meetings and other proceedings.
4. Prepares, posts, and distributes notices of public meetings and hearings; and prepares and distributes other notices in accordance with municipal, State, and Federal requirements.

5. Researches and drafts letters, memoranda, and administrative reports.
6. Assists in the compiling of the City Council agenda; suggests revisions; assists in the distribution of agenda packets to the City Council, City Attorney, Committee members, City Manager, City departments and general public in a complete and timely manner.
7. Compiles original documents, transmittal letters, affidavits and exhibits from City Council Meeting agenda items; prepares meeting minutes; processes actions resulting from meetings.
8. Assists in the drafting of ordinances and resolutions; ensures proper distribution and recording of ordinances, resolutions, agreements, and deeds.
9. Assists the City Clerk in organizing and administering the filing of Statement of Economic Interest and Campaign Statements for elected and appointed City officials and employees; examine and verify nomination papers from candidates.
10. Keyboards and proofreads a wide variety of reports, letters, memoranda, correspondence and statistical charts from rough draft, verbal instruction, or transcribing machine; independently composes correspondence related to assigned area of responsibility.
11. Serves on various committees and attends meetings as assigned.
12. Utilizes various computer applications and software packages; enters and maintains data; generates reports from a database or network system; creates documents using word processing software.
13. Maintains and orders office supplies; prepares purchase orders and check requests; receives invoices, checks for accuracy and processes for payment.
14. Acts as a certified Notary Public for City business matters.
15. Provides back-up support to other office staff as required.
16. Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner.
17. Performs related duties as assigned.

## **EXPERIENCE, TRAINING, AND LICENSE**

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

### **Qualifications:**

Equivalent to an Associate's degree from an accredited college or university with major course work in business administration, public administration, or a related field; and a minimum of two years of responsible public agency administrative experience that involves maintaining complex files and records, and providing varied and complex technical assistance regarding policies,

procedures and regulations to staff and the public, and the taking and editing minutes of public meetings is required, preferably in a City Clerk's office.

License/Certificate:

Possession of a valid Class "C" California driver's license and a satisfactory driving record.

Possession of, or ability to obtain, a valid certificate as a Notary Public issued by the State of California.

Possession of a certification as a Certified Municipal Clerk,

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

Knowledge of operations, services and activities of a municipality, business letter writing and basic report preparation techniques; modern office procedures, methods, and equipment including computers and related software applications such as word processing, spread sheets and databases; office management principles, methods and procedures, including principles and procedures of record keeping and filing; practices used in minute taking and preparation; methods and techniques of proper phone etiquette, public relations; English usage, spelling, grammar and punctuation; safe work methods and safety regulations.

Ability to:

Perform responsible administrative and secretarial support duties; learn, interpret, and apply administrative and departmental policies and procedures; provide information and organize material in compliance with applicable laws and regulations; effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the City Clerk's department; respond tactfully, clearly, concisely and appropriately to inquiries from the public or other agencies on issues in area of responsibility; keyboard at a speed necessary for successful job completion; maintain confidentiality of information and exercise tact and diplomacy in interpersonal dealings which are difficult, highly sensitive and confidential; work independently in the absence of supervision; plan and organize work to meet changing priorities and deadlines; communicate clearly and concisely, both orally and in writing; operate a computer using word processing and spreadsheet software; exercise sound independent judgment within areas of responsibility; and establish and maintain effective working relationships with the City Manager, City officials, Board and Commission members, contractors, consultants, management, staff, the public, and others encountered in the course of work; provide excellent customer service; skillfully and safely operate a motor vehicle when required in the course of performing work duties.

**SPECIAL REQUIREMENTS**

Ability to attend special City events including weekends, evenings and holidays, as required.

Ability to attend night meetings and work extended hours, as needed and/or required.

**PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### Physical Demands:

While performing the duties of this class, the employee is constantly required to sit and frequently stand, walk, talk and hear, both in person and by telephone; use hands or fingers to handle, touch, or operate standard office equipment; and reach with hands and arms. The employee occasionally reaches for item above or below desk level, and lifts and carries records and documents, typically weighing less than 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus; travel by vehicle while conducting City business.

### Mental Demands:

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; exercise sound judgment in the absence of specific guidelines; establish priorities and work on multiple assignments and projects concurrently; meet intense and changing deadlines given continual interruptions; and interact appropriately with staff, management, City officials, Boards, Commissions, contractors, consultants and others encountered in the course of work.

### **WORKING CONDITIONS**

The employee typically works in an office environment. Non-traditional work hours may be required in order to accommodate the City's needs including attendance at City Council meetings, special City events, and matters requiring the presence of the Senior Administrative Analyst. These hours may include, but are not limited to: weekends, evenings and holidays. The employee may be required to travel using public transportation. Generally clean work environment with limited exposure to conditions such as dust, fumes, odors or noise. Travel throughout the City is required.

### **FLSA STATUS**

This is a Non-Exempt classification.