

## CITY OF MADERA

### DEPUTY CITY CLERK

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

#### **DEFINITION:**

Under general direction, assists the City Clerk in the direction, planning, and coordination of the City Clerk's office; including performing statutory and constitutional duties; assist in providing information to citizens, fellow employees, and other requesting entities in accordance with local and state laws; assist in the maintenance of accurate records of all proceedings of the City Council; performs related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Deputy City Clerk** is a single position classification which provides a variety of complex, responsible secretarial and administrative support to the director of a department. The incumbent may serve as an office manager, relieving the director or manager of performing administrative detail work and is expected to function with very little direct oversight and with a great deal of sensitivity and confidentiality. This class is distinguished from the next lower level class of Office Assistant II by the performance of confidential secretarial and administrative duties of a highly sensitive nature in support of a department head.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives general supervision from the City Clerk. May exercise direct or technical and functional supervision over lower level office support staff.

#### **ESSENTIAL FUNCTIONS:** (include but are not limited to the following)

- Provide active support for all services and activities of the office of the City Clerk including performing statutory and constitutional duties.
- Prepare and assemble the City Council's agendas, minutes, transcripts and actions, as directed by the City Clerk.
- Respond to public records requests.
- Communicate clearly and concisely, orally and in writing; understand and apply laws, regulations, policies, complex rules and procedures.
- Follow oral and written instruction; establish and maintain effective relationships with those encountered in the course of work.
- Exercise initiative in daily work activities and use independent judgment in the absence of the City Clerk.
- Provide responsible and complex administrative and secretarial support; type and proofread a wide variety of complex and confidential reports, letters and memoranda; independently prepare correspondence; type from rough draft or verbal instructions; take and transcribe dictation and compose correspondence not requiring the attention of the Director or other manager.

- Administer oaths or affirmations; certify authenticity of municipal corporate documents for public officials, governmental agencies, courts and the general public including ordinances, resolutions, agreements, deeds and other official documents.
- Provide a variety of information-gathering and records-retrieval research services to the public and public officials regarding elections, local government legislative processes and actions, municipal corporate history and Fair Political Practices Commission filings.
- Establish positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

**WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer key board. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone service and communicating in person.

**QUALIFICATIONS:** (The following are minimal qualifications necessary for entry into the classification)

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Deputy City Clerk. A typical way of obtaining the required qualifications is to possess the equivalent of four years of increasingly responsible experience providing secretarial support or management of complex records, and a high school diploma or equivalent.

**License/Certificate:**

Possession of, or the ability to obtain, a valid class C California driver's license. Possession of a Certified Municipal Clerk certification is desirable.

**KNOWLEDGE/ABILITIES/SKILLS:** (The following are a representative sample of the KAS's necessary to perform essential duties of the position)

**Knowledge of:**

Applicable federal law; elections and government code relating the production, publication, posting and retention of public records; Fair Political Practice Act requirements for conflict of interest filings; principles of office administration, management, supervision, public relations, training and performance evaluations; modern office practices, procedures, and equipment.

**Ability to:**

Plan, organize, and perform the duties of a Deputy City Clerk; accurately index, file, certify and maintain records; prepare, post and maintain public documents and notices in compliance with legal requirements; meet public officials and private citizens, provide information, and organize material in compliance with laws, regulations, policies and procedures; communicate clearly and concisely both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Operate an office computer and a variety of word processing and software applications; type accurately from clear copy at a rate of 65 words per minute.