

## **DEPUTY CITY CLERK**

### **Definition:**

Under general direction performs a variety of highly responsible, complex and sensitive functions in the City Clerk's Office; relieves the City Clerk/Clerk Services Manager of a variety of specialized office duties; performs a variety of department related and specialized clerical duties of substantial difficulty and performs related work as required.

### **Essential Duties and Responsibilities:**

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Attends City Council and Redevelopment Agency meetings; takes and transcribes and/or prepares minutes.

Operates a personal computer, printer, applicable software and a variety of office equipment to produce a variety of correspondence, memoranda, reports and other materials.

Prepares, assembles and distributes City Council/Redevelopment Agency agendas.

Assists with the issuance and tracking/receipt of economic interest statements.

Assists in the preparation for and the conduct of municipal elections.

Administers oaths and may notarize City and public documents.

Reviews and checks documents, records and forms for accuracy, completeness and conformance to applicable rules and regulations.

Acts as records liaison for City departments as assigned and performs a variety of records management duties including data entry, scanning, editing and destruction.

Reviews reports and maintains records of expenditures.

Conducts file research and certifies documents.

Maintains the City Clerk's Office payroll and personnel records.

Composes correspondence and prepares other documents independently.

Provides information to City staff and members of the general public, in person or by telephone, where judgment, knowledge and interpretation of Office of the City Clerk and City policies and regulations are necessary.

Schedules appointments and coordinates meetings; receives and screens telephone calls and visitors and refers same to appropriate staff.

Maintains titles and registrations for City-owned vehicles and performs a variety of other specialized duties/tasks related to the City Clerk's Office.

Assists with budget preparation for the City Clerk's Office and with updating the Fullerton Municipal Code.

May make recommendations regarding changes in procedure.

**Other Duties and Responsibilities:**

Performs other projects/tasks as assigned.

Lifts and carries boxes of files and other items weighing 30 pounds or less.

May train and oversee other staff members.

Opens, stamps and routes mail and oversees the ordering of office supplies.

**Class Characteristics:**

Deputy City Clerk is a single incumbent class in the City Clerk's Office with duties specifically related to City Clerk support tasks. Assigned tasks require judgment and initiative over a variety of specialized processes.

**Contacts and Relationships:**

The Deputy City Clerk establishes and maintains contact with staff in the City Clerk's Office. Substantial and continuing contact occurs with City departments/staff relative to the preparation of agenda documents. Additional contact occurs with City Council members and the public regarding municipal actions and other inquiries.

**Qualification Guidelines:**

The knowledge and abilities which are required to perform the duties and responsibilities of this class include the following:

**Knowledge of:**

English usage, spelling, grammar and punctuation.

Basic city government structure.

Effective public contact skills.

General office practices and procedures.

Business letter/report writing and business math.

Computer applications related to area assigned.

Methods and practices of financial, statistical, office and general recordkeeping/reporting.

Filing, indexing and records management methods.

Telephone and receptionist techniques.

**AND**

**Ability to:**

Perform a wide variety of detailed, highly responsible clerical work.

Use independent judgment and initiative, understand and follow oral and written instructions and make sound decisions in accordance with established procedures and policies.

Apply, explain and work in accordance with a variety of laws and interpret and apply applicable policies, rules and regulations.

Maintain the confidentiality of sensitive information.

Compose correspondence independently.

Communicate effectively orally and in writing.

Adhere to multiple deadlines and handle multiple projects.

Prepare reports with accuracy and speed and make accurate mathematical calculations.

Meet the public with tact and courtesy.

Establish and maintain effective relationships with those contacted in the course of work.

Read and write at the level required for successful job performance.

Operate a personal computer and use applicable software.

**A typical way to obtain the knowledge and abilities is as follows:**

**Education:** Graduation from high school supplemented by some completed course work in Business Administration or a related field.

**AND**

**Experience:** Four years of increasingly responsible secretarial/clerical duties to include two years in a municipal setting and substantial public contact experience.

**Special Requirements:**

Type at a net speed of 50 words per minute.

Must be able to work a flexible schedule including evenings to accommodate City needs.

Take notes using a computer keyboard, or by hand, quickly enough to accurately record City Council/Redevelopment Agency meeting minutes. Shorthand is not required.

The City of Fullerton's Conflict of Interest Code requires that the Deputy City Clerk file financial disclosure statements in accordance with state and local laws.

**Other:**

Some experience working in a City Clerk's office is helpful, but not required.

Certification, or prior or current work towards certification, from the International Institute of Municipal Clerks as a Certified Municipal Clerk is desirable.

Certification as a Notary Public or ability to become a Notary Public is desirable.

**Physical Tasks and Working Conditions Include the Following:**

Work is performed in an office and in a Council Chamber meeting environment and requires sitting for prolonged periods of time using a computer, keyboard and related equipment and recording devices. The incumbent stands, walks and may twist, reach, bend, crouch, kneel, grasp, push, pull, drag and lift boxes of files and other office items weighing 30 pounds or less. The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

**Fair Labor Standards Act Designation:** Non-exempt

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