

DEPUTY CITY CLERK
(PART-TIME)

DEFINITION:

Under general direction, provide complex administrative and secretarial support for the City Council, City Clerk, and City Manager's Office; independently organize and complete assigned tasks; handle confidential matters and community relations; establish and maintain city records management and file systems; and perform other related work as required.

ESSENTIAL JOB FUNCTIONS:

The following tasks are essential for this position. Essential duties may include, but are not limited to:

Represent the Administrative Office on internal matters as assigned; transcribe from tape or dictation including correspondence, memoranda, reports, speeches, legal matters, and agendas; draft and prepare routine correspondence; operate office and document imaging equipment including computer hardware and software; implement records and retention schedules; file, scan, store, and destroy records according to policies and procedures; provide information and direction regarding record management policy and procedures to City employees and the public; contact officials of other public agencies, citizens, and civic organizations regarding scheduled meetings; screen visitors, telephone calls and mail; act as backup recording secretary for City Council meetings; in the absence of the City Clerk serve in an acting capacity; assist the City Clerk in performing those duties prescribed under State law, as assigned, involving such activities as elections, voter registration, loyalty oaths, preparation and filing of legal notices, document recording, receipt and processing of claims, bid openings, filing of F.P.C. statements, and a variety of other activities. May be required to work shifts, holidays, and/or weekends.

QUALIFICATIONS:

Training and Experience: Requires high school diploma or GED and four years of increasingly responsible and complex administrative support experience preferably supplemented by college coursework in modern office procedures and practices, or related field. Prior experience in City Manager's and/or City Clerk's Office is highly desirable and municipal records management experience is preferred. Must have a valid CA driver's license at the time of employment.

Knowledge, Skills, and Abilities: Must have general knowledge of municipal organization, policies, functions, and procedures; knowledge of records management practices, procedures, and laws relating to records retention, storage, and disposition; skill in operating office equipment including computer hardware and software; maintain special and confidential files and records; interpret laws relative to the job; type 45 words per minute corrected; record and transcribe proceedings of City Council meetings; and work cooperatively and effectively with City officials, civic organizations and the general public. Must have the ability to prioritize and work independently.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

While performing the duties of this job, the employee frequently sits, uses the telephone, imaging equipment, copier, calculator, and personal computer with a VDT screen for extended periods of time. Will use arms, legs and back to lift, reach for, and/or move up to 25 pounds. May be required to work evenings and/or irregular work hours. The noise level is generally quiet.