



## ASSISTANT CITY CLERK

*Class specifications are intended to present a description of the range of duties performed by the classification. Specifications are not intended to reflect all duties performed. Classifications will perform other related duties as assigned.*

### **Definition:**

Under general direction, the Assistant City Clerk provides direct assistance to the City Clerk in the preparation of agendas, minutes preparation and follow-up; maintains official documents and records; coordinates the City's records management program and document imaging program; assists with municipal elections and Fair Political Practices Commission (FPPC) filings; acts as the City Clerk as assigned.

### **Classification Characteristics:**

The Assistant City Clerk is an advanced professional level position that receives general direction and exercises direct supervision over lower level staff.

### **Essential Functions:**

- Assist in the preparation and distribution of City Council agendas; attend Council meetings, take and prepare minutes and correspondence; maintain a comprehensive indexing and filing system of Council actions and directives, including resolutions, ordinances, contracts, etc.
- Maintain official records of City Council proceedings and actions; prepare, process, distribute and post public notices, bulletins and contracts following applicable procedures; ensure compliance with State and City Codes, including the Ralph M. Brown Act; administer Oaths of Office.
- Accept and process claims, lawsuits and subpoenas filed against the City; refer to appropriate departments, City Attorney and claims administrator; provide information and assistance to the public; provide documents to other departments and to the public upon request.
- Assist in the conduct of municipal elections and FPPC officer filings.
- Assist in the preparation and monitoring of the department budget.
- Coordinate the City's Records Management Program and Document Imaging Program; evaluate City's needs and make recommendations; research and make recommendations on appropriate technology to be used in the programs; assist in the development and implementation of goals and objectives for the programs; provide training to staff on records management and records retention.
- Coordinate and participate in file research and document certification.
- Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.
- Act as a project manager for implementation and training on new software applications.
- Participate in the selection of professional and clerical staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Perform a variety of complex and highly responsible tasks.

- Assist the City Clerk by assuming responsibility for coordination of office operations and performing official duties as necessary.
- Compile, organize and interpret data, write reports, policies and correspondence; sign official documents.
- Serve on a variety of City committees. May assist and participate in a variety of special events, projects and assignments as required.
- Coordinate and participate in file research and document certification.
- Assume all duties and responsibilities of the City Clerk in his/her absence.

**Qualifications:**

Knowledge of:

- Applicable Federal and State laws and regulations, including the Political Reform Act, Ralph M. Brown Act and the Public Records Act, City ordinances and applicable Municipal Codes.
- Modern office procedures, methods and computer equipment.
- Principles of business letter writing and basic report preparation.
- Practices used in minute taking and preparation.
- Principles, practices and techniques of public records management including document imaging and applicable laws relating to records retention and destruction requirements.
- English usage, spelling, grammar and punctuation.
- Working knowledge of City government and organization.
- Activities and responsibilities of a City Clerk's Office.
- Principles and practices of supervision.
- Basic mathematical principles.
- English usage, spelling, grammar and punctuation.
- Principles of record keeping and reporting.
- Modern office procedures, methods and computer equipment.

Ability to:

- Supervise staff; including hiring, training and handling disciplinary actions as needed.
- Perform a wide variety of detailed technical and administrative work.
- Apply, explain and work in accordance with a variety of laws.
- Understand the organization and operation of the City Clerk's Office.
- Coordinate the activities of the Office of the City Clerk. Implement election laws and political reform requirements.
- Provide information and organize material in conformance with policies and regulations.
- Respond to emergency and problem situations in an effective manner.
- Understand, explain and apply policies and procedures.
- Maintain complex records, summarize written material and interpret a variety of documents, contracts and ordinances.
- Meet the public, understand their questions and respond effectively.
- Operate a computer and a variety of software programs.
- Edit documents for inconsistencies in spelling, punctuation and grammar.
- Follow verbal and written directions.
- Read and understand various City ordinances.

- Compile and maintain computerized and/or manual files and records.
- Type at a speed necessary for successful job performance.
- Understand and follow oral and written instructions.
- Work independently.
- Plan and organize work.
- Communicate clearly and concisely, both orally and in writing.
- Respond to questions and requests for information.
- Exercise good judgment, flexibility and sensitivity in response to customer inquiries and complaints.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including City officials, City staff and the public.
- Maintain physical condition, audio-visual discrimination and perception and mental capacity appropriate to the working conditions and the performance of assigned duties and responsibilities.

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

Experience:

Four years of increasingly responsible experience in a City Clerk's Office that involves taking and transcribing minutes of public meetings, maintaining complex files and records management systems and supervision and training of staff.

Training:

Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in business administration, public administration or a related field.

License or Certificate:

- Possession of a California Class C Driver's License.

**Working Conditions:**

Work primarily in an office environment including sustained posture in a seated position for prolonged periods of time; standing and moving around work area. Subject to frequent interruptions and contact in person and on the telephone. Position requires grasping objects, repetitive hand movement and fine coordination including use of a computer keyboard. Speaking and acute hearing is required for responding to in-person and telephone inquiries. Vision is required for normal office work. The need to lift and carry files and documents weighing up to 25 pounds is required.