

DEPUTY CLERK OF THE COUNCIL

DEFINITION

Under general supervision, performs specialized duties involving City legislation, record keeping, and election matters, and assists the Clerk of the Council in carrying out City Charter, Municipal Code and state mandated duties.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Prepares drafts of minutes for City Council meetings; monitors and maintains City Board and Commission appointments; assists in the conduct of municipal elections; monitors processing of Ordinances, Resolutions and other formal determinations after Council action; maintains Municipal Code records and correspondence; assists in the organization and maintenance of official City records; prepares, processes and arranges for publication of legal notices in accordance with City and State legal requirements; provides assistance/information to citizens and public officials; performs administrative tasks independently; may perform duties of a higher-level classification in a training or relief capacity; performs other functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This single position class performs difficult and responsible duties in the preparation, processing and maintenance of Council Agenda, Minutes and official City records. The position requires an above-average degree of initiative and judgement, and involves extensive public contact and interface with other City departments and elected officials, requiring considerable responsiveness, courtesy, tact and discretion. This class differs from Senior Deputy Clerk of the Council in that the latter classification performs more complex duties requiring greater knowledge of legal and procedural requirements and performs duties more independently.

MINIMUM BASIC QUALIFICATIONS

Two years of progressively responsible administrative experience in a City Clerk's or similar office; a commitment to Total Quality Service; or any equivalent combination of education and experience which provides the desirable knowledge, skills and abilities.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: standard business applications for microcomputers (currently Microsoft Office suite applications including MS Word, Excel and Access); modern office practices; business English, Political Science, Mathematics, and Administration.

Ability to: type or wordprocess at a corrected speed of 50 wpm; operate computers and other modern office equipment; work independently in the absence of specific instructions; work cooperatively with others.

Skill in: dealing with the public, City departmental Staff and elected officials with tact and courtesy.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

The successful performer is a highly organized self-starter who possesses excellent initiative and judgement. This service-oriented individual is responsive, courteous, and tactful when dealing with others, even in difficult situations. The successful performer also understands the value of being flexible and the need for continuous learning.

Prepared and approved 1986-87 Clerical Study Process
Former Class Title: Deputy Clerk of the Council I
New title effective: 1-1-88

Class specification reviewed and revised: 11/94
Class specification reviewed and revised: 12/19/01
Class specification reviewed and revised: 01/06

ADA approved: 01/06