

DEPUTY CITY CLERK

DEFINITION

Under general supervision, provides responsible administrative support in the City Clerk's Office regarding maintenance of official City documents and records, and the execution of official functions and activities; performs para-professional work involved in the development, coordination and execution of administrative operational activities of the City Clerk's Office; performs other related work as required.

DISTINGUISHING FEATURES

Work in this class is characterized by para-professional specialization in municipal code and records administration and by responsibility for participating in the administration of municipal clerk functions, and for oversight of assigned functions and services of the City Clerk's Office, including exercising City Clerk signatory authority as assigned.

EXAMPLES OF DUTIES

1. Assists in the overall coordination of City Clerk functions and activities; oversees assigned functions and services of the City Clerk's Office.
2. Performs difficult and responsible document production and data organization through the use of personal computers and a variety of other office equipment.
3. Prepares a variety of materials including minutes, reports, and correspondence that are complex, technical and/or sensitive.
4. Establishes and maintains complex files and record keeping systems including data storage and retrieval systems involving ordinances, resolutions, official minutes and other public records; maintains and updates Municipal Code books, records and postings.
5. Provides for the publication, filing, indexing and safeguarding of all City Council proceedings.
6. Participates in compilation of agenda items; prepares draft agendas for meetings of the City Council and other bodies.
7. Attends City Council meetings and prepares official meeting minutes; prepares draft minutes for review and finalization.
8. Provides information, routes inquiries, resolves complaints; interprets and explains policies and procedures and ensures the appropriate distribution and release of confidential or sensitive information; acts as liaison with other departments and other agencies.
9. Develops and issues various legal notices in accordance with City, State and Federal laws; drafts various documents and verifies accuracy of references to policies, procedures, rules and regulations.
10. Assists in arranging and conducting City elections, including coordination of the distribution and collection of forms and statements of the Fair Political Practices Commission.
11. Assists with and where assigned, administers, monitors, and ensures compliance with assigned functions and services of the City Clerk's Office including Conflict of Interest Code, Brown Act, Politician Reform Act, Public Records Act, and Fair Political Practices Commission regulations, and the City's Sunshine Ordinance.
12. Oversees and coordinates the City's Civil Marriage Ceremonies Program; serves as a Deputy Marriage Commissioner authorized by the County to perform civil marriage ceremonies.
13. Participates in overseeing and coordinating operation and administration of the City's Cable Television Studio which provides live cablecast of City meetings and events and other audio and visual products and services.
14. Provides notary and attestation services.
15. Compiles and researches information from various sources; prepares reports and summaries.
16. Performs arithmetic calculations; may prepare cost estimates and coordinate or process departmental payroll and other fiscal transactions; prepares departmental payroll and coordinates accounts payable activities.
17. Exercises City Clerk signatory authority as assigned.
18. Assists in departmental budget preparation and budget administration.
19. Coordinates clerical work activities and determines work priorities and methods; provides lead direction and training for clerical employees; may supervise assigned staff.

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to c

Completion of an Associate of Arts Degree in public or business administration or related field, supplemented by records management training.

OR

Graduation from high school supplemented by college level coursework in areas such as office management, public administration, or business administration.

AND

Certified Municipal Clerk training or equivalent is highly desirable.

Experience: Depending on education, professional training or certification, ~~t~~Two to three years of progressively responsible administrative support experience which included public contact. ~~e~~Experience working in a public agency records office or in a City Clerk's Office is highly desirable.

Knowledge

Knowledge of modern office practices and procedures; basic accounting principles; municipal government organization and operation; the purpose and functions of the legislative bodies; the functions and organization of a municipal clerk's office; modern office equipment and specialized equipment including transcription machines and applicable computer software and operating programs; filing, indexing and cross-referencing methods; correct English usage, spelling, grammar and punctuation; business letter writing and report preparation; and various document formats and presentations including complex official documents.

Ability

Ability to effectively provide administrative support in the City Clerk's Office; exercise City Clerk signatory authority as assigned; oversee assigned functions and services of the City Clerk's Office; prepare minutes and accurately summarize meeting actions; write clearly, spell, and use proper grammar; effectively operate a variety of modern office equipment including computers, transcription machines, computer equipment and designated software and operating systems; effectively operate City Council Chamber recording and public address systems; interpret and apply established City policies, procedures and codes; prepare complex records and reports; perform arithmetic calculations; provide information and organize material in conformance with policies and regulations; summarize written material and interpret a variety of documents including contracts and ordinances; work effectively under pressure and with frequent interruptions; use initiative and exercise independent judgment; deal with complex and confidential information; establish and maintain accurate records; maintain level of knowledge required for satisfactory job performance; communicate effectively; establish and maintain effective working relationships with public officials, employees and the general public; coordinate clerical work activities and determine work priorities and methods; provide lead direction and training to clerical staff, and supervise assigned staff.

Typing Skill

Ability to type from clear printed copy at a speed of 50 net words per minute.

Other Requirements

Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position.

~~May require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.~~

Notary Public or ability to obtain within six months of appointment, and maintain as a condition of employment.

Ability to obtain within six months of appointment and maintain as a condition of employment, appointment by the County of Alameda as a Deputy Marriage Commissioner.

Willingness and/or ability to work an irregular shift and attend evening meetings.

r: 4/12/2012

J.K/: Human Resources Department

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