



ASSISTANT TO THE CITY CLERK

DEFINITION

Under general supervision, performs a variety of highly responsible administrative support duties for the City Clerk. Requires significant knowledge of the assigned department.

SUPERVISION EXERCISED

May train and provide functional supervision of subordinate personnel.

EXAMPLES OF DUTIES

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties as assigned.

Answer inquiries from the public, both in person and over the phone, direct customers to appropriate staff member and take messages.

Order supplies, schedule meetings and facilities and process mail.

Receive and process requests for documents; create, update and maintain lists, charts, spreadsheets, calendars, forms, certificates and related documents.

Coordinate petty cash disbursements and reconciliation; prepare purchase orders.

Assist with technical, legal and administrative duties in managing the official records of the City Clerk's office, in compliance with Federal and state laws, and City policies and practices; performs all official duties within the scope of authority and training.

Assist with administrative support and the distribution of meeting agendas, ordinances, resolutions, agreements and supporting documentation.

Compile and distribute public meeting information packets; assist with the recordation and transcribing of proceedings during special and regular meetings and public hearings of the City Council and Commissions; complete required follow-up on meeting action items.

Review and process official documents, resolutions, ordinances, and meeting minutes through the approval process; publish official notices and agendas; assist with the processing of legal and technical documents, contracts, bids, proposals, and requests for information.

Assist with the planning and conduct of City elections.

Assist with communications between the City Council and departments.

Prepare agenda materials for Commission and/or City Council; take and transcribe meeting minutes.

Establish and maintain record keeping systems for department.

Assist with maintaining City Clerk website and social media.

Provide information and assistance to visitors and others having business with the City; receive and process claims, subpoenas and other legal documents and notices; assist with Notary appointments; respond to Public Information Requests according to the California Public Records Act.

May act as the City Clerk in his/her absence.

Assure the absolute confidentiality of all records and information.

Perform related duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

Standard office procedures, methods and computer equipment.

Basic cashiering and fiscal record keeping.

Computer software such as Word, Excel, mail merge and related programs.



Techniques used in dealing with the public and customer service.

City organization, operations, policies and procedures.

City ordinances, codes, policies, resolutions, and agreements.

Federal and state laws and statutes governing municipal operations and open meetings, including California Public Employment Relations Board, the Meyers-Milias-Brown Act, California Public Records Act, and California Elections Code.

Principles and practices of public records retention and record keeping.

Municipal election process and governing laws and regulations.

Record keeping and file maintenance principles and procedures.

Understanding and applying City procedures, and applicable Federal rules and regulations.

Maintaining complex and extensive public records.

Basic cashiering and fiscal record keeping.

Ability and Skill to:

Operate office equipment including computers, copying machines and phone systems.

Accurately type 45 words per minute and enter and tabulate data.

Respond to questions from the public and staff.

Accurately perform basic mathematical calculations.

Plan and organize work to meet schedules and timelines.

Communicate clearly both orally and in writing.

Ability to be in attendance and prepared to begin work at their assigned work location on the specified days and hours.



Establish and maintain effective working relationships with co-workers, public officials, government agency representatives, and the public.

Perform duties of an emergency worker in the event of a natural or other disaster.

QUALIFICATIONS

Any combination of education and experience that would provide the required knowledge, abilities and skills is qualifying. A typical way to obtain the qualifications would be:

High School Diploma or GED equivalent and two (2) years experience in municipal records management, preferably in California; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

Must possess or have the ability to obtain an appropriate California Driver's License and a satisfactory driving record.

Notary Public certification are required within one year of hire.

ESSENTIAL JOB FUNCTIONS/A.D.A.

Ability to operate computer, calculator, telephone, portable radio, copying machine and cash register.

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person.

Ability to prepare reports, perform mathematical calculations, count money and sort/file documents.

Ability to sit for two hours at a time.

Ability to lift up to 15 pounds.

Ability to climb a footstool or ladder for the purposes of retrieving records.

Ability to get from one location to another in the course of doing business.

