



# CITY OF LAKEPORT

## DEPUTY CITY CLERK I and II

### Job Description

#### **DEFINITION**

Under general supervision of the Administrative Services Director/City Clerk, maintains a filing system for records of City Council actions and related official documents; performs secretarial and routine administrative tasks; compiles and sends out information for City Council; conducts certain official activities of the City Clerk's office in the absence of the City Clerk; performs related duties as required.

#### **CLASS CHARACTERISTICS**

This is a flex class. Positions are filled at the Deputy City Clerk I level until the incumbent acquires the full range of knowledge, skills and abilities required of a journey level Deputy City Clerk II. The progression of Deputy City Clerk I (entry level) to Deputy City Clerk II (journey level) requires an evaluation of employee skill and performance levels by management.

#### **ESSENTIAL FUNCTIONS**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

Perform a variety of complex and specialized program, office administrative and general support assignments for the Human Resources and City Clerk Divisions. May include development of bulletins and announcements for recruitments, organizing and conducting employee selection processes, managing data and entering data into human resources or city clerk databases. Understand and utilize human resource database software and extract data for various reports. May prepare and conduct new employee orientation and process new employee paperwork. Act as resource and liaison to other departments with regards to the city's records retention program.

Assembles and distributes City Council agenda packets; notifies parties of scheduled hearing dates; as assigned, records actions at Council meetings, workshops, or other committee meetings, and prepares minutes.

Provides assistance to the Mayor and City Council, the public, City committees and other agencies; responds to inquiries and provides information regarding City policies and procedures.

Researches, retrieves, and provides information pertaining to minutes, ordinances, resolutions, and history of the City to citizens, Council, the Mayor, City employees, and other entities; or directs such activity.

Retains, maintains, distributes and files records and documents related to transactions of the City and its employees including Ordinances, Resolutions, Deeds, Contracts, Agreements and other documents, notices, minutes, reports and related papers; maintains and updates the Lakeport Municipal Codes and California Codes; maintains indexing and filing systems for records of City Council actions, documents, and a variety of other related records.

Coordinates with the County in the conduct of municipal elections; prepares appropriate resolutions and ordinances in conjunction with requirements for and results of the election; schedules and prepares necessary documentation for the City Council to certify elections; and posts election results.

Accepts, verifies and maintains FPPC filings from candidates for office; provides information to candidates about City, responsibilities of the Council or Mayor, extent of authority, election signs, and requirements for filing campaign expenditures and donations; transmits information on candidates to County for printing of ballots; processes the filing of Conflict of Interest and election campaign statements.

Screens telephone and office callers by furnishing the information requested, taking messages, referring the caller, or when appropriate, resolving the problem or complaint.

Types, compiles, and copies documents, reports, and other material for transmittal to the City Council; prepares routine correspondence; may compose responses to inquiries in an official capacity requiring application of policy and procedure, and/or the interpretation of general direction.

Operates a variety of standard office equipment and word processing equipment in completion of assigned tasks.

Performs some official duties of the Office of City Clerk in his/her absence; assists others in the performance of related tasks.

## **QUALIFICATIONS GUIDELINES**

### Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include graduation from high school or equivalent and four years of progressively responsible clerical and secretarial experience, including some experience in a municipal setting; and

Deputy City Clerk I: specialized training in the clerical occupational field.

Deputy City Clerk II: A minimum of four years of experience in City Clerk's office. Equivalent to an Associate Degree with major course work in business administration, political science or public administration. Ability to obtain Certified Municipal Clerk certification.

### Knowledge, Skills, and Abilities

Thorough knowledge of secretarial and office methods and techniques, including office equipment operation; records processing and maintenance procedures and systems; preparation of complicated documents requiring specialized typing; business correspondence, receptionist techniques, and correct English usage. Working knowledge of the administrative structure of municipal government.

Skill in office equipment operation and operation of word processing software

Ability to learn, interpret, explain, and apply laws, rules, and regulations with respect to City Clerk's office activity; operate a computer and/or word processing equipment; edit for correct English grammar, punctuation, and spelling; compose correspondence independently; communicate effectively both verbally and in writing; meet the public in situations requiring diplomacy and tact; understand and follow written and verbal directions; establish and maintain effective working relationships.

Deputy City Clerk II: demonstrate journey level proficiency in the essential functions, knowledge, skills and abilities.

### Special Requirements

Possession of or ability to obtain a Notary Public Appointment.

Receive satisfactory results from a background investigation, physical examination, drug screening and administrative screening which meet the established qualification standards.

**PHYSICAL PROFILE:**

CATEGORY I - LIGHT PHYSICAL EFFORT

DEFINITION

Positions in this category require normal physical abilities associated with the ability to read, write and communicate in a work environment requiring no extraordinary physical strength or special physical qualifications.

CHARACTERISTICS

Work assignments for this category are normally located in a work environment which has no unusual physical requirements or environmental conditions, unless separately identified. Positions in this category require only light physical effort while performing such functions as typing, writing, filing computing, operating light office equipment, interviewing, counseling, researching, planning, analyzing, and supervising. Positions allocated to this category are distinguished by a lack of duties involving strenuous activities. These positions seldom lift more than 20 pounds.

OTHER FACTORS

Reaching: Reaching above the shoulders to place and/or retrieve objects.

Sitting: Ability to sit with little movement for prolonged periods of time (Usually a minimum of two or more hours per day).

Distant Vision, Acceptable for Driving: Not less than 20/40 in each eye without correction or must correct to 20/40 in each eye and wear corrective lenses whenever driving

CLASS RANGE NO.	Level I = 35
CLASS RANGE NO.	Level II = 38
FLSA	Non-Exempt
ADOPTION DATE	3/29/12
REVISION DATE	1/19/2016
APPROVED BY:	