

ASSISTANT CITY CLERK

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general supervision, to perform a variety of difficult, complex and highly responsible and specialized administrative support in the City Clerk's Office; assist in conducting municipal elections, prepare City Council meeting minutes, and maintain official City documents and records and to full fill the duties and responsibilities of the City Clerk in his or her absence; and to perform other duties as required.

CLASS CHARACTERISTICS

The Assistant City Clerk is a single incumbent position within the City Clerk's Office. The Assistant City Clerk classification is distinguished from the City Clerk in that the Assistant City Clerk manages the day-to-day operations of the department and assists the City Clerk in all phases of the work. The City Clerk is an elected official responsible for the overall functioning of the department, and serves as the legal custodian of records for the City.

EXAMPLES OF DUTIES - *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

The Assistant City Clerk assists in the day-to-day operations of the City Clerk's Office;

Performs mandated and other City Clerk duties in the absence of the City Clerk;

Oversees and monitors the tasks involved in maintaining official City documents and records including agendas, minutes, ordinances, resolutions, contracts, agreements, deeds and other legal documents and official records of the City Council;

Manages and directs the Political Reform Act filings (e.g., statements of economic interest, campaign statements) distribution of forms in a timely fashion, responding to inquiries by filers, reviewing forms for completeness when filed; and processing necessary amendments and corrections with filers.

Composes routine correspondence independently or as directed; answers questions from the general public and City personnel regarding ordinances, resolutions and official actions;

Assumes the duties of the City Clerk and in the absence of attend and participates in meetings and conferences with department administrators, public agencies and private citizen and professional groups;

Reviews, researches and signs official documents.

Reads, interprets and applies rules and directions related to State and Federal election law, the Political Reform Act, the Maddy Act, the Brown Act, Public Records Act, and local ordinances;

Supervises the processing of administrative contracts/agreements in accordance with established procedures;

Provides responsible professional and technical staff assistance to the City Clerk;

Conducts a variety of studies and investigations; develops and recommends modifications to City Clerk Office programs, policies, and procedures as appropriate.

Assists the Clerk with budget and other department operating details; monitors expenditures and accounts payable functions;

Assists with the development and implementation of goals, objectives, policies and procedures for the Office of the City Clerk;

Oversees and monitors the filing of Campaign Disclosure Statements and Statements of Economic Interest as required by the Fair Political Practices Commission (FPPC);

Answers questions from staff and the public regarding official documents or actions of the City; explains policies and procedures related to agenda preparation, submittal, and related matters;

Directs the accurate and timely processing of legal documents such as claims, summons, subpoenas, agreements/contracts, resolutions and ordinances;

Coordinates the publication, posting and distribution of legal notices for public meetings and hearings and assures that legal requirements are met;

Responds to inquiries from the public and City staff regarding official records, City Council actions, and interpretation of related laws, policies and procedures;

Oversees the maintenance and operation of the document imaging system and assists the public with the research and retrieval of records, such as agendas, staff reports, ordinances, resolutions, minutes, and other information;

Assists the City Clerk in the planning and conducting of periodic City elections and other legal requirements of the City Clerk's Office;

Assists the City Clerk in complying with government codes for a comprehensive records management program;

Oversees the supervision, retention and disposition of records;

Interacts and communicates with a variety of individuals and groups including supervisors, employees, customers, other departments, elected officials, and the general public;

Administers oaths to new employees, notarizes official City documents;

Provides technical and functional direction to support staff as needed; and performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- State law relating to the functions of the City Clerk;
- Methods of indexing records, including minutes;
- Municipal election rules and procedures;
- The Ralph M. Brown Act
- Fair Political Practices Commission procedures and regulations
- Principles and practices of supervision
- Proper English usage (spelling, grammar and punctuation)
- Legal procedures and forms;
- Functions and basic clerical operations of an administrative office, including modern office methods and practices.

Ability to:

- Learn, interpret and apply administrative and departmental policies, rules and laws;
- Understand and follow general directions, both oral and written;
- Take responsibility and use good judgment in recognizing scope of authority;
- Keep complex and confidential records and prepare reports;
- Meet the public in situations requiring tact, diplomacy and poise;
- Plan, organize, coordinate and supervise office staff;
- Organize own work, coordinate projects, set priorities, meet critical deadlines and follow-up on assignments with a minimum of direction;
- Record and transcribe proceedings of City Council and other assigned public meetings, including evenings;
- Research, analyze and evaluate new program techniques, methods and procedures;
- Handle multiple projects;
- Prepare clear and concise reports including recommendations and implementation strategies;
- Work independently and demonstrate initiative;
- Assist in the development and implementation of policies, procedures and internal controls;
- Provide quality customer service;
- Supervise effectively;
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain cooperative working relationship with those contacted in the course of work.

Experience and Training

Experience: Three years of progressively responsible management level experience in the custody and maintenance of official City documents, records and files, including two years in a supervisory capacity.

Training: A Bachelor's degree from an accredited college or university in Records Management, Business Administration, Public Administration or a related field.

License/Certificate:

- Possession of, or ability to obtain, a valid California driver's license.

Note: Certification as a Certified Municipal Clerk (CMC) is highly desirable.
Commission as a Notary Public in the State of California is highly desirable.

WORKING CONDITIONS

Environmental Conditions: Primarily office environment: exposure to computer screen.

Physical Conditions: Essential and marginal functions may require maintaining physical condition necessary for sitting prolonged periods of time.