

CITY OF IRWINDALE

DEPUTY 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.*

SUMMARY DESCRIPTION

Under general supervision, performs complex and responsible administrative support and general clerical duties in support of the City Clerk's Office; assists in the production of and publication of agendas, minutes, ordinances, and resolutions for the City Council and related agencies; performs records management duties; assists with municipal elections; performs assigned duties of the Chief Deputy City Clerk in his/her absence.

REPRESENTATIVE DUTIES

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.

1. Performs complex and responsible secretarial, administrative support, and clerical duties of a complex legal nature in the City Clerk's Office.
2. Performs records management duties involving records such as ordinances, resolutions, minutes, deeds, contracts, claims, lawsuits, notices, etc., and performs document imaging, quality control, indexing, and storage of digital records.
3. Assists in the preparation of City Council agendas; prepares agendas for various commissions.
4. Attends and prepares the minutes for various commission meetings.
5. Prepares the minutes for City Council meetings.
6. Administers Fair Political Practices Commission filings for candidates, elected officials, employees, consultants, and commissioners in accordance with state law and FPPC regulations.
7. Responds to inquiries and requests from staff and the general public; coordinates provision of records information to City staff and the general public; and conducts research for complex inquiries.
8. Administers the City's document imaging system; refines the search module and criteria; creates, deletes, and modifies user accounts as necessary.
9. As needed, assists in the preparation and distribution of resolutions, ordinances, agreements, etc., as adopted at City Council meetings.
10. Receives and opens public bids.
11. Provides staff support at the public counter as needed; answers calls, greets visitors, sorts mail, and assists residents with Resident ID paperwork.
12. Attends City Council meetings, staff meetings and executive sessions in the absence of the Chief Deputy City Clerk, taking and transcribing the minutes; prepares synopsis; types City Council minutes and agendas.
13. Certifies ordinances, resolutions, agreements and other official documents and administers oaths of office in the absence of the Chief Deputy City Clerk.
14. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operational characteristics, services, and activities of the functions, programs, and operations of a City Clerk's Office.

Modern principles, practices, and techniques of municipal records management and elections.

Bid opening policies and procedures.

Claims-processing procedures.

Office procedures, methods, and equipment including computers and supporting applications.

Principles of business letter writing and report preparation.

English usage, spelling, grammar, and punctuation.

Principles and practices of fiscal, statistical, and administrative research and report preparation.

Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Perform a full range or varied complex, sensitive, responsible and confidential programmatic support functions of the City Clerk's Office.

Understand, interpret, and apply general and specific administrative and departmental policies and procedures.

Interpret and apply general and specific administrative and departmental policies and procedures.

Participate in researching, compiling, analyzing, and interpreting data.

Prepare clear, accurate and concise records and reports.

Independently prepare correspondence and memoranda.

Type at a speed necessary for successful job performance.

Work under steady pressure with frequent interruptions and a high degree of public contact by phone and in person.

Interpret and apply federal, state, and local laws, codes, and regulations.

Follow oral and written directions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to a high school diploma.

Experience:

Three years of experience performing complex and difficult administrative duties.

License or Certificate:

Possession of an appropriate, valid driver's license.

Possession of, or ability to obtain certification as a Notary Public is required.

Possession of, or ability to obtain designation as a Certified Municipal Clerk is desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

CITY OF IRWINDALE
Deputy City Clerk (*Continued*)

Environment: Work is performed primarily in a standard office setting; incumbents may be required to work extended hours including evenings.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

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Ralph Andersen & Associates