



JOB TITLE: **Assistant City Clerk**

DEFINITION

To assist the City Clerk in managing the operations of the City Clerk's office; develops, coordinates, and administers the City records management program; serves as acting City Clerk in the absence of the City Clerk; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This classification provides administrative assistance to the City Clerk in planning, organizing, and directing of administrative and operational services for the City Clerk's Office. Other responsibilities include attendance at City Council meetings, preparation of official City Council and Redevelopment Agency minutes, and assisting in the conduct of City elections. Independent judgment is required in interpreting and applying laws and policies. Incumbents participate in operational budgeting and division planning processes.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the City Clerk.

May coordinate, monitor, and evaluate the work of various temporary and regular office support staff in a lead capacity as required.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

- Assists in establishing and implementing departmental goals, programs, policies and administrative procedures; assists in the development and maintenance of department budget
- Compiles agenda items for City Council/Redevelopment Agency meetings and prepares agendas
- Assists in the preparation and distribution of City Council/Redevelopment Agency agendas; attends City Council/Redevelopment Agency meetings, takes and prepares minutes and correspondence; maintains a comprehensive indexing and filing system of City Council/Redevelopment Agency actions, including resolutions, ordinances, contracts, etc.
- Maintains and monitors agreements, insurance certificates and deeds
- Records documents with County Recorder
- Prepares, processes, distributes and posts public notices
- Assists in the conduction of a satellite office for County Elections during primary and general elections
- Assists in the examination and verification of nomination papers from City Council candidates
- Organizes and administers the filing of Statements of Economic Interest and Campaign Statements for elected and appointed City officials and employees

- Assists the City Attorney's office in the preparation of ordinances and resolutions
- May exercise technical and functional supervision over administrative assistant and clerical staff
- Acts on behalf of the City Clerk and manages the operations of the City Clerk's office in his/her absence

EMPLOYMENT STANDARDS

Knowledge of:

- Political Reform Act and Fair Political Practices Commission Regulations
- Brown Act
- California Public Records Act
- California Elections Code
- City Municipal Code
- Budgetary practices
- Modern office procedures, methods and computer equipment
- English grammar, punctuation, spelling, and usage
- Records Management

Ability to:

- perform a wide variety of detailed technical, clerical and administrative work
- type at a speed necessary for successful job performance
- take and transcribe dictation with speed and accuracy
- maintain effective centralized record keeping and filing systems
- provide information and organize material in conformance with policies and regulations
- establish and maintain effective relationships with the community at large, the City Council and other public officials
- understand, apply and explain laws, ordinances, policies and procedures
- communicate clearly and logically orally and in writing
- work independently and maintain security of confidential information
- operate standard office equipment
- train, supervise and evaluate clerical staff as assigned
- hear adequately to converse on the telephone and in person
- intermittently bend and twist to reach equipment on surrounding desk
- intermittently reach above and below shoulder level to reach books, files and reports on shelves and in filing cabinets
- grasp files, documents and equipment with right and left hands
- climb stairs
- squat and kneel to reach files and related legal documents
- sit at a desk using near vision for long periods of time
- work indoors in an office environment subject to heat/cold and fragrances such as perfumes
- speak English
- speak Spanish highly desirable
- establish and maintain effective work relationships with those contacted in the

performance of required duties

TRAINING AND EXPERIENCE

- Four years of increasingly responsible work experience in office assistance and record keeping, preferable including experience in working with the function and operations of a city or county clerk's office.
- Equivalent to the completion of the twelfth grade supplemented by college level work in public or business administration

LICENCES, CERTIFICATIONS, SPECIAL REQUIREMENTS

- Valid Class C California Driver's License
- Ability to attend night meetings and work extended hours
- California Notary Public certification is desirable
- Certification as a Certified Municipal Clerk (CMC) by the International Institute of Municipal Clerks is desirable

