



Job Title: **City Clerk Technician**
Department: City Clerk's Office
Date: June 19, 2023
 Non-Exempt
FLSA Exemption: N/A
Job Reports To: City Clerk
Pay Grade: 7
 Full Time

Job Description

Summary/Objective Under general supervision of the City Clerk, performs a variety of difficult administrative support and analytical assignments; extracts, evaluates, and integrates information from a variety of department databases using various software programs. Provides technical assistance with the implementation, organization and maintenance of the Laserfiche Document Management System and Passport Services program. Maintains within legal guidelines those records defined as official, legal, vital or necessary to conduct business of the City. Supports the City citizens by conducting research and providing information. Answers inquiries and provides copies of public records to City staff and the public.

Essential Job Functions *The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the following essential functions:*

1. Types, formats, edits, revises, proofreads and prints documents including reports, correspondence, agreements, contracts, legal documents, ordinances, resolutions and other materials; edits and revises materials; develops, revises and maintains standardized or master documents; composes correspondence, reports and informational materials; assists in designing and producing information handouts.
2. Maintains and updates files, records and reference materials; prepares manual and computer logs of various documents and requests; creates files and folders; retrieves, duplicates and distributes copies of reports, forms, records and documents.
3. Receives, reviews, and processes various reports and records including agenda items (all documentation presented to Council), Council correspondence (materials received from external sources), insurance certificates and minutes. Facilitates accurate and timely processing of legal documents such as bonds, deeds, bid contracts, agreements, contracts, preliminary notices, stop notices, notices of completion, municipal code, resolutions and ordinances.
4. Prepares and processes various department documents including City ordinances, resolutions, tract maps, reports and bonds. Types a variety of materials, including sensitive or confidential documents; performs a variety of administrative tasks. May notarize and certify documents.

5. Organizes, integrates and evaluates information from a variety of database, spreadsheet, word processing and graphics software applications for reports.
6. Administers active records; verifies and coordinates document completion prior to imaging or filing documents; assists in the indexing and organization of all official municipal documents and records, including ordinances, resolutions and legislative actions in the City's Laserfiche records management and retention program. May assist with updating procedure manual for Laserfiche and Records Retention.
7. Conducts research and retrieves information and documents per California Public Records Act. Responds to internal and external requests for information in a timely manner to meet imposed deadlines.
8. Coordinate and compile Public Notices and newspaper publishing's.
9. Assists in recording documents, subpoenas and summons. Receives and processes claims against the City.
10. Assist with preparation and coordination of the publication, posting and distribution of legal notices for public meetings and hearings; ensures that legal requirements are met for publication and posting of agendas and minutes.
11. Assists in preparation of Records Disposal forms and scheduling for disposal/retention in accordance with applicable laws, policies and procedures.
12. May assist with the preparation of City Council meetings and agendas, including set up and breakdown of equipment.
13. Assists with updates to the City Clerk and City Council pages of City's website.
14. Assists the public with the City's Passport Services Program; meets with residents to ensure necessary documentation is provided; reviews application filings for accuracy; performs document verification in order to process applications for a new, or renewal of passport; generates mailing labels and mails out completed passports.
15. May assist the City Clerk with filing requirements for financial disclosure statements regarding the Conflict of Interest Code from local officials and designated staff.
16. May assist the City Clerk in his/her role as the City Elections Official; assists in the compliance with state laws related to municipal elections.
17. Provides department administrative support and City staff backup by providing telephone and public counter coverage as needed.

Other Job Related Duties Performs related duties or responsibilities as assigned.

Conformance Statement

In the performance of their respective tasks and duties, all employees are expected to conform to the following:

- Perform quality work within deadlines, with or without direct supervision.
- Interact professionally with other employees, residents, suppliers and elected officials.
- Work cooperatively and effectively as a team contributor on all assignments.

- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.
- Maintain the highest level of ethical behavior in all matters.

Competencies

1. Ethical Conduct.
2. Time Management.
3. Organization Skills.
4. Project Management.
5. Personal Effectiveness/Credibility.

Qualification Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education A high school diploma or G.E.D. equivalent.

Experience Two (2) year of increasingly responsible office administrative and computer experience. Good computer skills, with proficiency in Microsoft Office Suite.

Preferred Education and Experience Experience with Laserfiche document management and archival system. Optical imaging and/or audio recording equipment experience. Possession of California Notary Public Commission, or in process of obtaining. Experience with processing passports applications.

Condition of Employment

Must possess and maintain a valid California Driver's License and maintain a clean driving record for insurability through the City of San Jacinto. Failure to maintain license/insurability will result in disciplinary procedures including suspension without pay, demotion, and/or termination without Administrative or Judicial appeal.

Knowledge, Skills & Abilities

Knowledge of:

- The Brown Act, Public Records Act and Municipal elections procedures.
- General office, administrative practices, record keeping, and filing.
- Document management system such as Laserfiche, or other system.
- Principles of information storage, retrieval, dissemination and archival; City records organization; automated records management; document retention schedules; certified destruction procedures and off-site storage; agreement execution requirements; filing procedures and systems.

- City policies and procedures; research methods; City organization, ordinances, and rules; basic functions of public agencies, including the role of an elected Council, and appointed boards and commissions; rules and procedures governing the notice and conduct of public meetings.
- Business English, spelling and arithmetic, and modern office procedures.

Ability to:

- Assist in organizing and implementing the City' records management program. Maintain complex filing systems.
- Follow and comply with written and oral instructions.
- Communicate in a clear and concise manner both verbally and in writing.
- Add, subtract, multiply and divide.
- To write a formal business letter.
- Provide excellent customer service.
- Establish, foster, and maintain a cooperative working environment with Council members, City staff and the public to achieve high quality performance.

Skills:

- Use personal computer and software programs for word processing and audio recording equipment.
- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, scanner, filing cabinets and fax machines.

Work Authorization/Security Clearance

Must complete post-offer/pre-employment Department of Justice finger printing and background screening. Work authorization as required by the U.S. Citizenship and Immigration Services is mandatory within three business days of hire.

Disaster Service Worker Requirements

Under California Government Code Sections 3100 - 3109, public employees are designated as disaster service workers. The term "public employees" includes all persons employed by the state or any county, city, state agency, or public district. Disaster service workers are required to participate in such disaster service activities as may be assigned to them by their employer or by law.

Pre-Employment

All employment offers are contingent upon successful completion of a pre-employment physical exam, a criminal background investigation, which includes finger printing and a pre-employment physical and drug/alcohol test.

Working Conditions, Mental and Physical Demands

The physical demands 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.

Work Environment

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to operate a motor vehicle, and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Physical Demands

This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift books and files from shoulder-level and above, carry, push, and pull materials and objects weighing up to 40-pounds.

Sitting for extended periods during lengthy meetings while taking detailed notes is common.

Visual acuity to perform routine filing of documents is required; and use of a computer keyboard and software to assist with Laserfiche.

Essential Mental Functions

Regular use of written and oral communication skills, read and interpret data, analyze and solve problems; observe and interpret situations; interact with City staff.

Be able to make quick decisions, provide guidance and direction to others, problem solve, read, write, and speak publicly. Essential to be able to read, organize, process and interpret data, and be able to add, subtract, multiply and divide.

Supervisory Responsibility This position has no supervisory responsibilities.

Expected Hours of Work/Work Schedule

Monday – Thursday 7:00 AM - 6:00 PM (40-hour workweek). Regular, monthly evening work is required for City Council meetings. Occasional weekend work may be required as job duties demand.

Travel Limited local travel may occur for this position. Possible out of town travel for conferences, workshops, and various training opportunities.

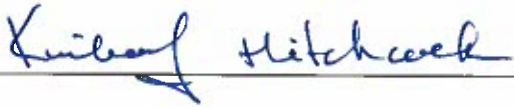
Disclaimers and Approval

The disclaimer informs the employee that the job description is not a contract between the employee and the employer, that the employer may change the job description or that the employer may request the employee to perform additional duties.

This job description has been approved by all levels of management:

City Manager  Date 6/27/2023

City Clerk  Date 6/27/2023

HR  Date 6/21/23

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This job description is not a contract between the employee and the employer. The employer may change the job description and/or may request the employee to perform additional duties.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____