



Job Title: **Deputy City Clerk**
Department: City Clerk's Office
Date: April 20, 2022
X Non-Exempt
FLSA Exemption: N/A
Job Reports To: City Clerk
Pay Grade: 11
X Full Time

Job Description

Summary/Objective Performs a wide variety of complex, highly responsible technical and clerical functions under the direction of the City Clerk; answers inquiries and provides copies of public records to City staff and the public; and performs related duties as assigned. In the City Clerk's absence, takes on the responsibilities of the City Clerk.

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. Assists with the preparation of the City Council's meetings and agendas, including set up of equipment and breakdown of equipment.
2. Records minutes of meetings; prepares documents, agreements, contracts, resolutions and ordinances for appropriate signatures, including proclamations and certificates.
3. Prepares document and agreements, contracts as appropriate.
4. Assists in the production, routing, indexing and maintenance of all official municipal documents and records, including ordinances, resolutions and legislative actions; assists with the City's Laserfiche records management and retention program.
5. Responds to requests for research and information from the City Council, City Manager, staff, the media and the public regarding City codes, ordinances and established policies and procedures.
6. Assists the City Clerk in his/her role as the City Elections Official; assists in the compliance with state laws related to municipal elections; assist candidates concerning campaign financing requirements.
7. Prepares and files legal notices, records documents, receives and processes claims and a variety of other activities as assigned.
8. Responds to public records requests in a timely manner.
9. Assists the City Clerk with all filing requirements for the financial disclosure statements regarding the Conflict of Interest Code from local officials and designated employees.
10. Attests to agreements and certifies copies as appropriate in absence of the City Clerk.
11. Administers oath of office to new officials/employees in the absence of the City Clerk.
12. Processes public claims for damages with PERMA (third-party joint powers authority).
13. Assists with updates to the City Clerk and City Council pages of City's website.

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. Financial Management.
5. Project Management.
6. 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 Bachelor's degree, or in process with completion within one year of hire.

Experience Two (2) year's work experience in a city or county municipal Clerk's Office, or other government agency. Good computer skills, including common office software applications, specifically proficient in Microsoft Office Suite especially Word and Excel.

Preferred Education and Experience Optical imaging and/or audio recording equipment experience. Possession of California Notary Public Commission. Certified Municipal Clerk (CMC) certificate or in process of obtaining.

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.
- Applicable federal, state and municipal laws, regulations, policies and procedures.
- Legal requirements related to City Council agendas, meeting proceedings, and related record keeping and maintenance.
- Political Reform Act reporting requirements.
- Procedures and legal requirements necessary to develop, maintain, archive, preserve and protect municipal records.
- General office, records management and administrative practices and procedures.
- Methods and techniques of basic work supervision.
- Computer systems related to maintaining municipal records.
- Business English, spelling and arithmetic, and modern office procedures.

Ability to:

- Perform a wide variety of administrative duties and complex administrative detail work requiring follow-through on behalf of the City Clerk with little or minimal supervision.
- Assist in planning and administering municipal elections.
- Interpret, explain, and apply related laws, regulations, policies and procedures.
- Assist in organizing, supervising and implementing the City' records management program.
- Communicate in a clear and concise manner both verbally and in writing.
- Follow and comply with written and oral instructions.
- Establish, foster, and maintain a cooperative working environment with Council members, City staff and the public to achieve high quality performance.
- Perform complex administrative detail work requiring follow-through with little or no supervision.
- Use personal computer and software programs for word processing and audio recording equipment.
- Type accurately at 55 words per minute.
- Add, subtract, multiply and divide.
- To write a formal business letter.
- Maintain complex filing systems.

- Understand and carry out oral and written instructions.
- Work well and cooperatively with others.
- Provide excellent customer service.
- Obtain a California Notary Public Commission.

Skills:

- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, 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 50 pounds.

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

Visual acuity to perform routine filing, reading, and typing of documents is required; and use of a computer keyboard and software to prepare agendas, resolutions and presentations.

Essential Mental Functions

Regularly required to use 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 may direct or oversee the Records Clerk position in the City Clerk's absence.

Expected Hours of Work/Work Schedule

Monday – Thursday 7:00 AM – 6:00 PM (4x10 work week). Regular, monthly evening work is required for City Council meetings. Occasional weekend work may be required as job duties demand.

Travel

Regular, local travel is expected 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 *[Signature]* Date 4/20/2022
City Clerk *[Signature]* Date 4/20/22
HR *[Signature]* Date 4/20/22

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

Employee _____ Date _____