

CLASS TITLE: Deputy City Clerk

CHARACTERISTICS OF THE CLASS: Under direction, has administrative supervision over all personnel and functions in the City Clerk's office, except those specified by law, and acts as City Clerk in the event of this positions absence; and performs related duties as required.

EXAMPLES OF DUTIES: Under direction, has administrative responsibility for the Office of the City Clerk in the issuance of general and vehicle licenses; assists in making decisions regarding personnel and policy issues and approves reactions such as leaves of absence, title changes, publication dates of Council Journal Proceedings, indexes, and other related pertinent procedures; reviews orders for supplies, materials and publications; attends budgetary meetings, assists in final preparation of City Clerk's budget, and monitors budget during fiscal year.

Assists City Clerk as official custodian of the City Seal; oversees provision of secretarial and research services to the City Council and its committees; assumes responsibility for documents reduction, storage and records retention; channels pertinent data to the City Clerk for review; performs duties of the City Clerk in his absence, other than those stipulated by law to be performed only by the City Clerk; signs correspondence, interviews public and official visitors; acts as representative of the City Clerk's office at various functions, conferences, and meetings as assigned.

DESIRABLE MINIMUM QUALIFICATIONS

Training and Experience: Graduation from an accredited college or university with a Bachelor's degree in Political Science, Law or related field, supplemented by at least eight years of progressively responsible administrative experience, including three years of supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Thorough knowledge of departmental rules and regulations. Thorough knowledge of pertinent laws, ordinances and codes. Thorough knowledge of principles and practices utilized in modern office operation and administration.

Ability to plan, organize, assign, supervise and inspect the work of subordinates. Ability to work effectively with and for the general public. Ability to speak before various civic organizations, fraternal groups and general public. Ability to perform work of a specialized nature. Ability to prepare narrative and statistical reports

Thorough skill in the application of methods and practices utilized in the administration and operation of the Office of the City Clerk. Strong oral and written communication skills.

November, 1987