



## DEPUTY CITY CLERK

DEPARTMENT: CITY CLERK  
GRADE 33

### CHARACTERISTICS OF THE CLASS:

Under the direction of the City Clerk, is responsible for clerical work of a technical nature in the recording and maintaining of official records of the City and the City Commission. The incumbent researches requests for information by the media, the general public and other departments and composes routine replies to correspondence or public inquires. Duties include a variety of tasks and heavy public contact work. Work is reviewed through conferences and written reports for adherence to established policies, procedures, and guidelines. Assumes the duties of the City Clerk in the City Clerk's absence.

### EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Composes, edits and prepares correspondence, memoranda, requisitions, reports, and other departmental documents, including auto tag processing for City vehicles; prepares City Commission agenda; may transcribe minutes.
2. Updates and maintains specialized filing systems; may attend board and committee meetings; prepares, schedules and distributes the agenda for Commission Meetings; takes minutes; prepares legal notices.
3. Coordinates special projects as directed by superior; assists in coordinating municipal elections, reviews campaign reports as well as other required reports.
4. Operates all standard office equipment including, but not limited to computer, optical scanning equipment, digital recorders.
5. Responds to the public information email system, telephone and in-person inquiries; greets the general public and city officials; answers various inquiries personally; provides information on departmental services and functions..
6. Assists in the supervision and training of subordinate office support staff.
7. Monitors and updates the list of City boards and committees, notifies appropriate members of pending term expirations.
8. Supervises staff in the Cashiering Division.
9. Processes U.S. Passport applications.

**NOTE:** The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

## **REQUIREMENTS:**

### **A. Training and Experience:**

Bachelor's Degree in Business Administration, Public Administration, Political Science or a related field and three (3) years of extensive governmental experience. Associates Degree with a Certified Municipal Clerk designation may be substituted for the Bachelor's Degree. Experience must include the use of computers and standard software applications such as Microsoft Office, Windows 2000 and other software. Requires excellent keyboard skills as directed by departmental needs.

### **B. Knowledge, Abilities and Skills:**

Considerable knowledge of the principals and practices of modern office management, methods, practices and procedures.

Knowledge of modern information systems, spreadsheets, database management and software.

Knowledge of departmental and municipal rules, regulations, policies, and procedures.

Ability to understand and follow complex oral and written instructions.

Ability to establish and maintain effective working relationships with fellow employees, superiors, subordinates, city officials and the general public.

Ability to make complex decisions and interpretations in accordance with established rules, policies, and procedures.

Ability to direct and supervise a group of subordinates in a manner conducive to full performance and high morale.

Ability to communicate information tactfully, impartially and effectively, both orally and in writing.

Skill in the operation of modern office equipment.

**C. Physical Requirements: 2**

**D. Environmental Requirements: 1**

**D. Sensory Requirements: 3, 8, 9**