

CITY OF COVINA
DEPUTY CITY CLERK

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, performs complex and responsible secretarial, administrative support, and general clerical duties of a complex legal nature in the office of the City Clerk; performs records management duties; assists with municipal elections; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Deputy City Clerk** is the journey level class responsible for assisting the City Clerk in official document recording and retention, production and publication of agendas and minutes for the City Council, as well as assisting in the enforcement of laws and regulations pertaining to municipal elections. The incumbent also provides administrative support to the City Council. This classification is distinguished from the next higher classification of Chief Deputy City Clerk in that that latter has overall responsibility for the City Clerk's Office, whose responsibilities are set in state law.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Chief Deputy City Clerk. The incumbent in this position does not routinely exercise supervision.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Performs complex and responsible secretarial, administrative support, and general clerical duties of a complex legal nature in the office of the City Clerk; performs records management duties; assists with municipal elections.
- May attend City Council meetings and take minutes of proceedings; prepares and distributes any resolutions, ordinances and/or agreements adopted at such meetings; prepares City Council agendas from staff reports submitted by City departments.
- Relieves the City Clerk of administrative tasks, including filing, faxing, typing correspondence letters, making copies and preparing purchase orders; inventories and orders office supplies; processes payments to vendors; processes department mail.
- Prepares and processes correspondence and routine administrative reports; responds to inquiries from staff and the general public regarding matters pertaining to City Council actions and/or related information retained in the City Clerk's Department; answers phones; assists customers at the front counter.

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- Notifies interested persons of the time, place and subject of the City Council meetings; assists in the preparation and distribution of information related to City Council actions and/or requests for action; advertises all Public Hearing Notices.
- Assists with bid openings; advertises bid requests; tracks bids as they are submitted; conducts annual recruitments for scheduled board committee and commission vacancies; posts notices; accepts applications; adds item to agenda in order for Council to make selection.
- Formats agenda packets and minutes for posting to the web; maintains administrative files and databases for legal documents, archival materials, resolutions, ordinances, minutes, agreements and contracts; assists with records retention, which includes document imaging.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence and statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds, as well as speech sufficient to communicate in group settings without the aid of a microphone, is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Deputy City Clerk**. A typical way of obtaining the required qualifications is to possess the equivalent of three years of directly related legal clerical experience, and a high school diploma, or equivalent.

License/Certificate:

Possession of, or the ability to obtain, a valid California Class C driver's license.

KNOWLEDGE/SKILLS/ABILITIES: *(The following are a representative sample of the KSA's necessary to perform essential duties of the position.)*

Knowledge of:

Modern principles, practices and techniques of municipal records management and elections; municipal government organizations, policies and procedures; general office practices and procedures; document imaging; basic principles of mathematics; applicable federal, state and

local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Provide information and organize material in compliance with laws, regulations, policies and procedures; periodically attend evening or weekend meetings as required; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications; operate a variety of automated record keeping systems.