

ASSISTANT TO CITY CLERK

DEFINITION

Under general direction, assists City Clerk in the supervision and operation of the office of the City Clerk; attends City Council meetings and is responsible for the recordation of City Council and other commissions/committees proceedings.

ESSENTIAL FUNCTIONS

This list of tasks is **ILLUSTRATIVE ONLY**, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may be required to perform additional, position-specific duties.

TASKS

Assists in the supervision of staff engaged in the operation of the Office of the City Clerk; supervises council packet compilation, preparation and distribution; attends council meetings and supervises or participates in the recordation of council procedures; coordinates follow up action on council meeting action items with other departments; instructs staff on filing, records management and public inquiry/response activities.

Researches and responds to requests for documents and records from City staff; records and certifies documents pertaining to ordinances, deeds, easements and other records; opens bids; assists with City elections and administers oaths of office to City personnel; prepare files for records retention or destruction; assists staff with information inquires from the public; and performs related duties as required.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS

Knowledgeable of applicable city, county, state and Federal statutes, rules, ordinances, codes, regulations and other governing rules and regulations

Knowledgeable of management and/or supervision principles

Knowledgeable of office and records management and workflow principles and procedures

Knowledgeable of and proficient in personal computer hardware and software

Skilled in supervising, delegating and evaluating work of subordinate staff

Skilled in providing and following oral and written instructions

Skilled in establishing and maintaining productive working relationships

Ability to perform and train other employees on essential duties

Ability to effectively communicate verbally and in writing using English

Ability to read, write, and speak a second language is desirable

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Work is performed in an office environment. Work may require frequent standing, walking, bending and lifting up to 25 pounds; may be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS

Bachelors degree in Public Administration, Political Science, Statistics or closely related field, AND two (2) years of increasingly responsible administrative detail work including one (1) year in a City Clerk's Office.