

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

DEPUTY CITY CLERK

Civil Service Status: Exempt	Bargaining Unit: Non-Represented Employees
Probationary Period: At-Will	Approved by City Council: 04-05-10
Classification Series: City Clerk	Resolution No.: 2010-14
FLSA Status: Exempt	

Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are **not** intended to reflect all duties performed within the job.

DEFINITION

Under the supervision and direction of the City Clerk, performs a variety of supervisory, administrative and supportive tasks related to the function of City Clerk's office; assumes the duties and responsibilities of the City Clerk in City Clerk's absence; and perform related work as required.

EXAMPLE OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- In the absence of the City Clerk, acts in that capacity and assumes duties and responsibilities as necessary, including, but not limited to attending City Council meetings; providing direction; checking and evaluating the work of department staff; certifying and processing ordinances, resolutions, agreements, and other official documents and administering the Oath of Office;
- Assists in the authorizing and the release of City records; insuring compliance with Public Records Act;
- Prepares notices of meetings for posting and publication pursuant to the Opening Meetings Act;
- Performs a wide variety of complex and confidential duties for the publication, filing, and safeguarding of City Council proceedings and records;
- Knowledge of and participation in the processing, storage and retrieval of documentation and other related materials for City Council meetings, including, but not limited to, agendas, agenda material, minutes, resolutions, ordinance, and other official documents;
- Maintains Municipal Code and code index;
- Coordinates systems for records retention, files, reports and retrieval;
- Takes the lead in performing legally required duties involved with agreements, bonds, and insurance, including expiration dates and indexing actions;
- Assists in planning and coordinating of municipal elections;
- Coordinates the processing of legal advertising for the City including bids and public notices;
- Supervises the receipt of documents, petitions, claims, and bid proposals;
- Maintain records of appointments to City boards, commissions, and committees;
- Assists City Clerk in special projects, such as gathering and tabulating data and preparing department reports;
- Prepares letters advising various individuals/organizations of City Council actions;
- Maintains office payroll and attendance records;
- Assists in planning, organizing and directing the functions of the City Clerk's Office, including supervising staff;
- Assists in the evaluation of employees' job performance, and can effectively recommend personnel action;

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- Assists the public by giving a wide variety of information regarding City records, ordinances, resolutions and motions;
- Maintains and researches legislative and historical records, including codification of ordinances;
- Performs other related duties as assigned or as the situation requires.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Policies and procedures related to the functions and statutory obligations of the City Clerk's Office;
- Legal requirements relating to the Brown Act, California Elections Code, Political Reform Act, California Public Records Act, Maddy Act, and Fair Political Practices Commission requirements;
- Organization and functions of municipal government and the role of City Clerk;
- Parliamentary procedures;
- Procedures and requirements for developing, maintaining, archiving and retention of municipal records, including and electronic documents management system;
- Effective record keeping principals, practices and procedures.

Skills:

- Possess skills to word process general correspondence, spread sheets, and reports using a personal computer and software applications;
- English usage, spelling, grammar, punctuation and business writing and proofreading;
- Type at least 50 words per minute accurately;
- Take and transcribe dictation with speed and accuracy.

Ability to:

- Maintain confidentiality and handle confidential information with discretion and in accordance with established procedures and State and Federal Laws;
- Independently perform a variety of responsible, confidential and complex administrative, technical, secretarial, and clerical duties in support of the City Clerk's Office;
- Interpret and summarize written material;
- Interpret and apply municipal laws and procedures, state and federal requirements, election laws, and political reform requirements;
- Work independently with minimum supervision;
- Work under pressure and meet tight deadlines with speed and accuracy;
- Provide information and organize material in conformance with policies and regulations;

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- Communicate in an effective and professional manner with elected officials, co-workers, and the public, orally and in writing;
- Prepare agendas and minutes and maintain municipal records;
- Establish and maintain effective working relationships with City staff and the public;
- Assist the public, City officials and others in researching or obtaining answers to questions regarding City business;
- Develop and implement department policies and procedures;
- Understand and follow complex oral and written instructions;
- Interpret and apply laws, rules, regulations, procedures and policies;
- Maintain filing systems;
- Understand and interpret MOU's, administrative policies, department rules and other policies related to job duties;
- Prepare, write, compose, using good vocabulary and organization; accurate letters, reports and other forms of correspondence;
- Assist effectively supervising subordinates;
- Assist in reviewing and evaluating employees;
- Foster a teamwork environment;
- Assist in leading, coaching, instructing and motivating employees;
- Work overtime as requested;
- Effectively handle stressful situations;
- Assume responsibility for maintaining a safe working environment;
- Establish smooth working relationships and resolve interpersonal conflicts;
- Develop necessary skills from on the job training and meet or exceed the standards of performance for the classification;
- Assumes responsibility for ensuring the duties of the position are performed in a safe, and efficient manner;
- Performs other related duties as assigned or as the situation requires.

Education and Experience Guidelines – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

- Graduation from high school or attainment of GED (General Education Degree) or CHSPE (California High School Proficiency Examination) and college level business and commercial courses from an accredited university or college.

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Experience:

- Four (4) years or more of general clerical and office experience involving the development, presentation and maintenance of complex records and legal documents, public contact and handling a variety of typing, filing and record keeping tasks.

License or Certificate:

- A valid California Class C Driver's License and a satisfactory driving record.

Special Requirements:

- Must demonstrate the ability to type at least 50 words per minute accurately.

Physical Requirements:

- Must meet approved physical and pre-placement medical standards for the position.

Bilingual Pay:

- Employees who qualify and are certified to speak Spanish may be eligible to receive bilingual pay.