

ASSISTANT CITY CLERK

Definition

Under direction, to assist in performing the duties and responsibilities of the City Clerk's Office; to perform complex clerical work in the maintenance of official City records; and to do related work as required.

Examples of Duties

Duties may include, but are not limited to, the following: Assists the City Clerk by receiving and preparing for presentation to the City Council communications, resolutions, ordinances and contracts and other documents; prepares and distributes Council agenda; assists in the conduct of elections and in voter registration; indexes and maintains files of deeds, mortgages, contracts and other official records; processes legal publications of hearings, annexations calls for bid, ordinances and assessment districts; maintains various suspense files; takes and transcribes minutes of meetings; searches records to obtain information regarding prior actions of the City; gives out information to the general public over the telephone and in person; is responsible for such office functions as receipt and distribution of City mail; maintenance of postage meter and duplicating machine and multilith operation; acts for City Clerk in her/her absence at his/her discretion.

Employment Standards

Experience and Education

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Four (4) years of responsible office and clerical experience which has included the maintenance of complex records and files.

Education: any combination equivalent to graduation from high school.

Knowledge and Abilities

Knowledge of: Modern office practices and procedures as they apply to the preparation and care of complex and voluminous files and records; City organization and function.

Ability to: Maintain clerical records of some complexity and prepare reports from such records; make work decisions in accordance with rules and general procedures; maintain cooperative working relationships with City officials, employees and the public; to take dictation with shorthand or speedwriting (no minimum words per minute required).