ASSISTANT CITY CLERK

Definition:

Under general direction, performs a variety of difficult, complex and highly responsible and specialized tasks for the Office of the City Clerk; plans and assists with directing and coordinating the maintenance of official City documents and with the election process; acts in the absence of the City Clerk as directed and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent in the class include the following:

Participates and assists in planning for the tasks involved in maintaining official City documents and records including agendas, minutes, ordinances, resolutions, contracts, agreements, deeds and other legal documents and official records of the City Council, Redevelopment Agency and subsidiary authorities.

Attends City Council and Redevelopment Agency meetings to take/record minutes.

Participates in the development, implementation and monitoring of goals, objectives and policies for the Office of the City Clerk.

Implements and coordinates the subpoena response function of the Office of the City Clerk and testifies in court as needed.

Issues and tracks requests for and receipt of economic interest statements.

Serves as acting City Clerk in the City Clerk's absence and signs official documents as needed.

Administers oaths and notarizes City and public documents.

Performs a variety of records management duties including editing, coordination, retention and destruction.

Directs and participates in file research and document certification.

Operates a personal computer and uses applicable software and recording devices to produce a variety of correspondence, minutes, memoranda, reports and other materials.

Provides direction to support staff as needed.

Assists the City Clerk in the planning and conduct of Municipal elections and in the development and administration of the City Clerk's budget.

Assists the City Clerk as the City filing officer for Political Reform Act filings.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned including a variety of office and administrative support tasks related to the City Clerk's Office.

May lift and carry boxes of files and other items weighing 30 pounds or less.

Class Characteristics:

Assistant City Clerk is a single incumbent position within the City Clerk's Office with duties specifically related to City Clerk support. The incumbent exercises substantial judgment over a variety of administrative, clerical and other functions.

Contacts and Relationships:

The Assistant City Clerk establishes and maintains contact with staff in the City Clerk's Office. Substantial and continuing contact occurs with City departments and City staff relative to the preparation of agenda documents. Additional contact occurs with City Council members and the public regarding municipal actions and other inquiries.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

Applicable federal and state laws and regulations, including the Political Reform, Brown and Public Records Acts.

Basic principles, practices and techniques of public records management including applicable laws regarding records retention and destruction requirements.

Principles, practices and techniques related to the City Clerk function.

English usage, spelling, grammar and punctuation.

City government structure and processes.

Effective customer service/public contact and public relations techniques and practices.

Computer applications related to area assigned.

AND

Ability to:

Apply, explain and work in accordance with a variety of laws.

Initiate and compose reports and correspondence.

Establish and maintain comprehensive computerized and manual files and records systems.

Communicate effectively orally and in writing.

Handle multiple deadlines and multiple projects.

Use good judgment and make sound decisions in accordance with established procedures and policies.

Understand and follow oral and written instructions and use independent judgment and initiative.

Establish and maintain effective relationships with those contacted in the course of work.

Meet the public with courtesy and tact.

Operate a personal computer and use applicable software.

A typical way to obtain the knowledge and abilities is as follows:

Education:

An Associates Degree from an accredited community college or two years of study towards a Bachelors Degree at an accredited college or university in Business Management, Public Administration or Business Administration or a related field.

AND

Experience:

Five years of progressively responsible municipal clerical/secretarial experience to include two years of experience in a City Clerk's office.

Special Requirements Include:

Type at a net speed of 50 words per minute.

Must be able to work a flexible schedule and evenings to accommodate City needs.

Take notes using a computer keyboard, or by hand, quickly enough to accurately record City Council/Redevelopment Agency meeting minutes. Shorthand is not required.

The City of Fullerton's Conflict of Interest Code requires that the Assistant City Clerk file financial disclosure statements in accordance with state and local laws.

Commissioned as a Notary Public or the ability to be commissioned as a Notary Public within 12 months of employment in this position.

Other:

Certification, or prior or current work towards certification, from the International Institute of Municipal Clerks as a Certified Municipal Clerk is desirable.

Physical Tasks and Working Conditions Include the Following:

Work is performed in an office and in a Council Chamber meeting environment and requires sitting for prolonged periods of time using a computer, related equipment and recording devices. The incumbent stands, walks and may twist, reach, bend, crouch, kneel, grasp, push, pull, drag and lift boxes of files and other office items weighing 30 pounds or less. The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Non - Exempt

Revised February 2006
Established March 2002