



May 2007
FLSA: EXEMPT

DEPUTY TOWN CLERK

DEFINITION

Under general supervision, provides administrative and program support to the Town Clerk in the preparation of agendas, minutes, and Council actions, in the maintenance of official documents and records, and in managing the functions, services, and operations of the Town Clerk's office; handles confidential matters and community relations; assists with various Town election processes; provides varied, technical, complex, and specialized office administrative and secretarial support to the Town Clerk, and other Town departments as assigned; coordinates assigned activities with those of other Town departments; acts for the Town Clerk on a relief basis; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Town Clerk. May exercise technical and functional direction over and provide training to clerical and/or administrative staff on an as-needed basis.

CLASS CHARACTERISTICS

This is a single-position classification that is responsible for the administration and daily operations of the Town Clerk's office, under the direction of the Town Clerk. This classification performs a variety of administrative duties, including assisting in municipal elections, administration of filings, development of the Town Council Agendas, coordination with other Town departments, publication of legal notices, maintenance of the Town's Municipal Code, and management of various Town contracts. This class is distinguished from administrative and secretarial classes in that the nature, scope, and diversity of responsibilities of this class require a broader understanding of Town functions and the capability of relieving the Town Clerk of day-to-day office administrative and coordinative duties, as well as fulfilling some of the duties of the Town Clerk on a relief basis.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Attends Planning Commission meetings; transcribes and prepares minutes for the Planning Commission; in the Town Clerk's absence, takes minutes of official meetings, including Town Council and Redevelopment Agency meetings; transcribes and prepares minutes; prepares minute orders, resolutions, and ordinances in draft or final form; coordinates the review and approval of official actions with the Town Council, Town Manager, Town Clerk, Town Attorney, citizens, community groups, and others.

- Coordinates the preparation of the Town Council agenda; prepares preliminary agenda; assembles agenda materials and supporting documents; arranges for distribution of agenda materials to Town Council, staff, and others; coordinates the review and approval of agendas with the Town Clerk, Town Manager, and Deputy Town Manager.
- Processes agenda follow-up from Town Council meetings, such as ordinances, resolutions, agreements, notices of completion and claim rejection notices.
- Posts agendas, staff reports, and other official records on the Town website.
- Participates in retention and destruction of official records in accordance with laws and regulations.
- Assists with the conduct of municipal elections; assists the general public in registering to vote and obtaining polling places.
- Assists the Town Clerk with the processing of claims, subpoenas, and summons against the Town.
- Provides notary services for the Town and the general public.
- Serves as an Agent in the Passport Acceptance Service and processes passport applications.
- Responds to staff and public inquiries received and processes public records requests.
- Assists the Town Clerk in fulfilling the duties of filing official and filing officer under the conflict of interest and campaign provisions of the Political Reform Act.
- Maintains appointment schedules and calendars, arranges meetings and conferences, and prepares and distributes materials.
- Prepares correspondence, reports, forms, and specialized documents related to the Town Clerk's office from drafts, notes, brief instructions, or corrected copy; proofreads materials for accuracy, completeness, compliance with departmental policies, and correct English usage, including grammar, punctuation, and spelling.
- Performs difficult, complex, technical, and/or specialized office support work, which requires the exercise of independent judgment and the application of technical skills.
- Operates standard office equipment, including word processing and spreadsheet hardware and software, facsimile equipment, and multi-line telephones.
- May direct the work of other office support staff on a project or day-to-day basis; may train staff in work procedures.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic activities and functions of a Town government and a Town Council.
- Applicable Federal, State, and local codes, regulations, policies, technical processes, and procedures related to the Town Clerk's office, such as the Brown Act, the Freedom of Information Act, Fair Political Practices Commission rules and regulations, and notary laws.
- Modern office administrative and secretarial practices and procedures, including the use of standard office equipment.
- Business letter writing and the standard format for reports and correspondence.
- Business arithmetic and basic statistical techniques.
- Principles and practices of records management, retention, and proper destruction.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors, and Town staff, in person and over the telephone.
- Techniques for effectively representing the Town in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

- Techniques for providing a high level of customer service to public and Town staff, in person and over the telephone.

Ability to:

- Perform responsible technical administrative support work with accuracy, speed, and minimal supervision.
- Provide varied, confidential, and responsible administrative work requiring the use of independent judgment, tact, and discretion.
- Understand the organization and operation of the Town and of outside agencies as necessary to assume assigned responsibilities.
- Interpret, apply, and explain a wide variety of technical policies and procedures, and communicate difficult procedures and regulations to those encountered in the course of work.
- Take notes at public meetings and accurately transcribe them.
- Compose correspondence and reports independently or from brief instructions.
- Organize, maintain, and update Town records database and management systems.
- Make accurate arithmetic, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Type at 60 wpm.
- File materials alphabetically, chronologically, and numerically.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment, including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from twelfth (12th) grade and four (4) years of experience in municipal government, preferably with a Town or City Clerk's Office or related organization that staffs a government body and holds elections.

License:

- Valid California class C driver's license with satisfactory driving record and automobile insurance.
- License as a Notary Public.
- Certification as a Certified Municipal Clerk is highly desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various Town and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office

equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Is required to attend off-hour and evening meetings.