

**City of San Rafael
Job Class Specification**

Job Title: Deputy City Clerk

SUMMARY

Under general supervision to assist in the maintenance of the City's official records, to record and transcribe minutes of City Council meetings; to provide secretarial and office administrative support to the City Clerk; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS:

This is a single-position classification in the City Clerk's Office. This class is distinguished from other City clerical and secretarial classes by responsibility for maintenance of official City records and other prescribed activities performed within the department.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. Tape records City Council and related meetings.

- Transcribes minutes of meetings from tape, using typewriters and word processors.
- Answers and screens telephone calls, responds to telephone and counter requests for information and assistance.
- Prepares agenda packets for Council and City department head staff meetings.
- Files and indexes official City records as prescribed.
- Maintain other City and departmental records and files.
- Processes newly adopted resolutions for incorporation to City records and implementation by others.
- Photocopies, assembles and distributes various reports and materials.
- Composes routine correspondence related to the department's functions.
- Types various reports and correspondence for the department head.
- Administers oaths of office to commissioners, police department sworn personnel, and related positions.
- Affixes the City seal to certify official documents.
- Issues and reviews candidate election papers, and assists candidates in completion of the documents.
- Performs various office administrative functions such as processing time cards.
- Takes and transcribes stenographic dictation at speed required by department.
- Functions as Deputy for the City Clerk.
- May supervise assigned clerical support personnel.
- Performs related duties as required.

KNOWLEDGE OF:

- Codes and regulations governing maintenance of official City records.
- Basic office practices and procedures including filing and the operation of standard office equipment.
- Correct English usage including grammar, spelling and punctuation.
- Business letter writing and standard and specialized formats for typed materials.
- Basic arithmetic and statistical record keeping.
- Operation of modern office equipment including PC and related software.

ABILITY TO:

- Type accurately at a net rate of 60 words per minute from printed copy.

- Organize and maintain department and City records and files.
- Operate various standard office equipment.
- Compose routine correspondence independently.
- Use initiative and sound independent judgement within established guidelines.
- Communicate tactfully and effectively with the public.
- Taking and transcribing stenographic dictation at a rate required by department
- Attend City Council and related meetings outside of normal business hours.
- Operate modern office equipment including PC and related software.

EDUCATION and/or EXPERIENCE:

A typical way of gaining the knowledge, skill and ability outlined above is: Equivalent to graduation from high school and three years of progressively responsible clerical, secretarial or office administrative experience.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The noise level in the work environment is usually moderate.

FLSA Status: Nonexempt
 Prepared By: Nash & Company
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