



City of Laguna Niguel Job Description

DEPUTY CITY CLERK

Maintenance, Clerical, and Technical Unit
FLSA: Non-exempt

DEFINITION

Perform a variety of complex and responsible secretarial and administrative duties in support of the City Clerk's Office; assist in the administration of the City Clerk's Office activities.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from City Clerk.

EXAMPLES OF IMPORTANT DUTIES AND RESPONSIBILITIES

Important responsibilities and duties may include, but are not limited to, the following:

- ◆ Assist City Clerk in performing the daily activities of the City Clerk's Office; act in the absence of the City Clerk as required.
- ◆ Recommend and assist in the implementation of goals and objectives; establish schedules and methods for office operations; implement policies and procedures.
- ◆ Assist City Clerk in planning and conducting periodic City elections; prepare candidate petitions and advertisements of City elections; distribute, count, and account for ballots.
- ◆ Coordinate the preparation of City Council meeting agendas; prepare and distribute agenda packets.
- ◆ Type, process, and edit Council minutes; maintain subject index records for future reference of Council actions; prepare and distribute updates and revisions of Council Policy and those of City boards, commissions, and committees.
- ◆ Assist in composing and preparing legal notices related to bids, ordinances, and resolutions; maintain administrative files on historical legal documents, resolutions, ordinances, agreements, deeds, and annexations; maintain calendar on bid openings.
- ◆ Assist City Clerk in selection of staff; provide staff training; maintain Office payroll records including monitoring sick leave, vacation, and overtime.
- ◆ Participate in Office budget preparation and administration; prepare cost estimates for budget recommendations; assist in monitoring expenditures.
- ◆ Perform other clerical duties such as proofreading reports, forms, and other typed material for mathematical, grammatical, and procedural accuracy and designing forms for procedural improvements.
- ◆ Respond to inquires from the public by letter, telephone, and in person regarding Council action and records; research information for the public or City staff.
- ◆ Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- ◆ Organization and function of municipal government.
- ◆ English usage, spelling, grammar, and punctuation.
- ◆ Business letter writing and basic report preparation.
- ◆ Basic principles and procedures of records management, including establishing, maintaining, and purging records.
- ◆ Pertinent Federal, State, and local laws, codes, and regulations.
- ◆ Modern office methods, procedures, and computer equipment.

Ability to:

- ◆ Implement municipal laws and procedures relating to the maintenance of official municipal records.
- ◆ Implement election laws and political reform requirements.
- ◆ Provide information and organize material in conformance with policies and regulations.
- ◆ Type at a speed necessary for successful job performance.
- ◆ Take and transcribe dictation at a speed necessary for successful job performance.
- ◆ Respond to requests and inquiries from the general public.
- ◆ Maintain complex records.
- ◆ Communicate clearly and concisely, both orally and in writing.
- ◆ Establish and maintain cooperative working relationships.

Experience and Training:

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

Three years of increasingly responsible administrative and secretarial experience, preferably in a City Clerk's Office.

Equivalent to completion of the twelfth grade.

Licenses:

Possession of, or ability to obtain, a valid California Driver's License.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is frequently required to sit, talk, and hear; use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand, walk, stoop, kneel, and crouch.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the 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.

The noise level in the work environment is usually quiet.