

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

JUNIOR DEPUTY CITY CLERK

Civil Service Status: Exempt
Probationary Period: At-Will
Classification Series: City Clerk
FLSA Status: Non-Exempt

Bargaining Unit: Non-Represented Employees
Approved by City Council: 4-5-10
Resolution No.: 2010-15

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under the direction of the City Clerk, performs a variety of responsible and specialized secretarial and supportive administrative tasks related to the function of the City Clerk's Office that require complex clerical work and skills; may assume the duties and responsibilities of the City Clerk in the City Clerk's absence; takes minutes of the City Council meetings, assists the public by answering inquiries, and performs related work as required.

EXAMPLE OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- In the absence of the City Clerk and the Deputy City Clerk, acts in that capacity and assumes duties and responsibilities as necessary, including, but not limited to attending City Council meetings; providing direction; checking and evaluating the work of department staff; certifying ordinances, resolutions, agreements, and other official documents and administering the Oath of Office;
- Prepares City Council agenda and organizes supporting documents and materials;
- Assists in the authorizing and the release of City records; insuring compliance with the Public Records Act;
- Prepares notices of meetings for posting and publication pursuant to the Opening Meetings Act;
- Performs a wide variety of complex and confidential duties for the publication, filing and safeguarding of City Council proceedings and records;
- Knowledge of and participation in the processing, storage and retrieval of documentation and other related materials for City Council meetings, including, but not limited to, agendas, agenda material, minutes, resolutions, ordinances, and other official documents;
- Coordinates the City's annual weed abatement program;
- Becomes thoroughly familiar with codes, laws, policies and technical procedures in order to advise other on procedural and substantive matters related to the functioning of the department;
- Researches technical questions;
- Operates such modern office equipment as personal computer, calculator, facsimile, photocopy machines, typewriter, etc.;
- Assists the City Clerk with regard to assignments and work performance;
- Attends and assist in taking minutes at the City Council meetings as Clerk of the Council;
- Assist in maintaining Municipal Code and code index;
- Assist City Clerk in all phases of conducting Municipal elections;
- Assists the public, City Officials and others by researching and by giving a wide variety of information regarding City records, ordinances, resolutions, and motions;

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(Continued)

- Coordinates the processing of City Council material following Council action including distribution, recording, and certification;
- Types a wide variety of material including letters, agendas, circulars, technical and general reports, various forms and other statistical and financial data involving use of limited independent judgment;
- Assists in the processing of legal advertising for the City;
- Assist in the developing and coordinating systems for records retention, files, reports and retrieval;
- Work overtime as requested;
- Assists in the record keeping and the opening of formal bids, hearing on applications, and appeals to come before the Council;
- Assist in performing legally required duties involved with agreements, bonds, and insurance including expiration dates and indexing actions;
- Refers questions to appropriate authorities and resolves basic problems affecting the department;
- Assists City Clerk in special projects, such as gathering and tabulating data and compiling reports;
- Assists in the preparation of the department budget;
- Performs other related duties as assigned or as the situation requires.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Knowledge of business practices and records management;
- Detailed record keeping and filing procedures;
- Office procedures, practices and equipment;
- Correct grammar usage, punctuation, spelling and vocabulary and proofreading;
- Good customer service practices;
- Basic mathematical operations such as addition, subtraction, multiplication and division.

Skills:

- Possess skills to word process general correspondence, spread sheets, and reports using a personal computer and software applications;
- Operate office equipment as typewriter, calculator, facsimile, photocopy machines, etc.;
- Type at least 50 words per minute accurately;
- Take shorthand dictation at 80 words per minute accurately.

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Ability to:

- Act in a decisive manner, using good judgment, common sense and reaction;
- Deal tactfully and courteously with the public;
- Exercise tact and diplomacy, striving to promote a positive and cooperative atmosphere;
- Establish and maintain smooth and effective working relationships and resolve conflicts;
- Handle confidential information with discretion and in accordance with established procedures and State and Federal Laws;
- Interpret and apply laws, rules, regulations, procedures and policies;
- Keep accurate records and prepare reports;
- Maintain filing systems;
- Read, write and comprehend directions;
- Communicate effectively and tactfully with a variety of employees at all levels of the organization, other government agencies and the public;
- Perform difficult clerical work, to sort and verify statistical and financial data;
- Prepare, write, compose, using good vocabulary and organization; accurate letters, reports and other forms of correspondence;
- Secure a Notary Public License;
- Provide good customer service to those using the City Clerk Department services;
- Work overtime as requested;
- Handle confidential information with discretion;
- Effectively handle stressful situations;
- Assume responsibility for maintaining a safe working environment;
- Develop necessary skills from on the job training and meet or exceed the standards of performance for the classification;
- Assumes responsibility for ensuring the duties of the position that they are performed in a safe, and efficient manner;
- Performs other related duties as assigned or as the situation requires.

Education and Experience Guidelines – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

- Graduation from high school or attainment of GED (General Education Degree) or CHSPE (California High School Proficiency Examination) and college level business and commercial courses from and accredited university or college.

Experience:

- Three (3) years or more of general clerical and office experience involving the development, presentation and maintenance of complex records and legal documents, public contact and handling a variety of typing, filing and record keeping tasks.

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License or Certificate:

- A valid California Class C Driver's License and a satisfactory driving record.

Special Requirements:

- Must demonstrate the ability to type at least 50 words per minute accurately;
- Must demonstrate the ability to take shorthand dictation at 80 words per minute accurately.

Physical Requirements:

- Must meet approved physical and pre-placement medical standards for the position.

Bilingual Pay:

- Employees who qualify and are certified to speak Spanish may be eligible to receive bilingual pay.