

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

SENIOR DEPUTY CITY CLERK

Civil Service Status:	Exempt	Bargaining Unit:	Non-Represented Employees
Probationary Period:	At-Will	Approved by Civil Service Commission:	12/12/2018
Classification Series:	City Clerk	Approved by City Council:	01/15/2019
FLSA Status:	Exempt	Resolution No.:	2019-01

*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 general supervision, coordinates and assists with agendas, elections, and public records requests; assists City Clerk by performing administrative, legislative and records management functions, 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, 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 and processing ordinances, resolutions, agreements, and other official documents and administering the Oath of Office;
- Prepare 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 and publications;
- Sets up and take down City Council Chambers for City Council meetings;
- Administers records management, including appropriate control over the maintenance, protection, retention and disposition of records in accordance with legal and operational requirements, such as minutes, ordinances, resolutions, contracts, agreements, and other related documents;
- Operates office equipment, computer, calculator, facsimile, photocopy machines, typewriter, etc.;
- Assists the City Clerk with regard to assignments and work performance;
- Assist in maintaining Municipal Code and code index;
- Assist City Clerk in all phases of conducting Municipal elections;
- Maintains records of appointments, prepares notices, letters and forms, related to Boards, Commissions and Committees, while establishing a working relationship with liaisons and City Officials;
- Assists the public, City Officials and others by researching and by giving a wide variety of information regarding City records, ordinances, resolutions, etc.;
- Performs other related duties as assigned or as the situation requires;
- Coordinates the processing of City Council material following Council action including distribution, recording, and certification;

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- 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;
- 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 the management and filing of contracts, agreements, bonds, and insurance including expiration dates and indexing actions;
- Assists in the preparation of the department budget; and
- 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:

- Thorough knowledge of the City Clerk's office as well as the Ralph M. Brown Act, California Public Records Act, Political Reform Act, Maddy Act and Elections Code;
- Familiar with procedures and practices (Government agency laws);
- Minute taking;
- 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; and
- 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 (i.e. typewriter, calculator, facsimile, photocopy machines, etc.); and
- Type at least 50 words per minute accurately.

Ability to:

- Interpret and apply laws, rules, regulations, procedures and policies;
- Act in a decisive manner, using good judgment, common sense and reaction;
- Exercise tact and diplomacy, striving to promote a positive and cooperative atmosphere;

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- 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;
- Organize tasks, set priorities, and meet deadlines;
- Maintain filing systems;
- Follow oral and written instructions;
- Communicate effectively and tactfully with a variety of employees at all levels of the organization, other government agencies and the public;
- Prepare, write, compose, using good vocabulary and organization; accurate letters, reports and other forms of correspondence;
- 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; and
- Work independently with minimal supervision.

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 for high school or GED (General Education Degree) equivalent is required or CHSPE (California High School Proficiency Examination and college level business and commercial courses from an accredited university or college.

Experience:

- Five (5) years or more of progressively responsible administrative support 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 with three (3) or more years of experience within a City Clerk’s Office.

License or Certificate:

- A valid California Class C Driver’s License and a satisfactory driving record;
- Ability to obtain a State of California Notary Public within one (1) year of appointment; and
- Ability to obtain Certified Municipal Clerk designation within three (3) years of appointment.

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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.