

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: **DEPUTY CITY CLERK (ENTRY)
SENIOR DEPUTY CITY CLERK (SPECIALIZED)**

DEPARTMENT: **CITY CLERK'S OFFICE/RECORDS MANAGEMENT**

BASIC FUNCTION:

Under general supervision of the City Clerk Services Manager, perform a variety of responsible administrative and technical duties in support of the City Clerk's Office; to assist in the day-to-day functions of the department; and to perform other related work.

DISTINGUISHING CHARACTERISTICS:

Deputy City Clerk (entry level). An employee in this role is expected to perform the full range of duties assigned in support of the City Clerk's Office; assist in the preparation, custody, preservation, and distribution of official city documents and records; prepare agenda and supporting material for City Council meetings; attend and take minutes at public meetings in the absence or at the direction of the City Clerk Services Manager; respond to public and staff inquiries regarding public records, policies, and procedures; and assist the City Clerk Services Manager in the election process; perform related duties as required. To be eligible to advance to Senior Deputy City Clerk, must have two years of experience in the role of Deputy City Clerk and be in possession of Certified Municipal Clerk designation.

Senior Deputy City Clerk (specialized). An employee in this role is expected to perform a variety of specialized, technical and administrative duties in support of the City Clerk's Office with minimal supervision; to assist the City Clerk Services Manager in the day-to-day functions and management of the department; and to perform other related work. This is the advanced and specialized level within the Deputy City Clerk series. Employees in this class are distinguished from the Deputy City Clerk by the performance of the full range of duties including technical and functional guidance of assigned staff and are generally assigned more complex and difficult work projects. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Distinctions of the Senior Deputy City Clerk role include: supervising, training, and checking the work of others; and independent decision making based on established procedures and policies with advanced knowledge about the field and the department.

KEY RESPONSIBILITIES: Both Classifications

These are representative duties and the emphasis on certain duties will vary depending on the job assignment.

Type, edit, and proofread a variety of letters, reports, forms, notices, and other correspondence for grammatical and procedural accuracy.

Answer inquiries requiring an understanding of the application of policies, rules and regulations.

Provide back-up support and oversight of the front desk and reception area of the City Clerk's office, as needed.

Shall act as Notary Public.

Attend meetings of the City Council and other public meetings as directed, such as Carlsbad Municipal Water District, Community Development Commission, and Public Financing Authority meetings; provide an accurate transcript of the proceedings in accordance with established policies and procedures; provide verbatim transcripts of portions of the proceedings when required; record actions taken, prepare actions and minutes of meeting proceedings and prepare official minutes; compose and/or edit and process administrative and technical documents such as resolutions and ordinances approved at City Council meetings; review for accuracy and completeness; obtain necessary signatures; and respond to public/staff inquiries concerning those meetings.

Assist the City Clerk Services Manager in the administration of city elections as directed, which may include pre-election support and functions including ordering candidate forms and materials, assembling packets and instructions to candidates, and verifying residency and candidate requirements. Provide information to candidates and the public on election and candidacy requirements and procedures.

Assist in planning and conducting municipal elections and other legal requirements of the department; process Charter amendments; assist with Political Reform Act Filings (e.g. statements of economic interests, campaign statements). Ensure that disclosure requirements are met under the Political Reform Act and Conflict of Interest Code. Respond to inquiries by filers; reviewing forms for completeness when filed; and process necessary amendments/corrections with filers.

Maintain City Clerk's Office information and pages on website.

Prepare and track recorded documents and Mylar maps for recordation. **(Deputy City Clerk)**

Assist in the preparation of departmental budget; monitor expenditures and accounts payable functions. **(Deputy City Clerk)**

Process administrative contracts/agreements for approval and signatures in accordance with established procedures. **(Deputy City Clerk)**

Assist in coordinating advertising, including preparation of legal notices, ensuring timely publication and review of invoices for accuracy, and placement of notices in designated locations.

Assist in the development of goals, objectives, policies, and procedures in the City Clerk's Office. Participate in recommending departmental and organizational changes.

Assist in the preparation and maintenance of the office procedure manual, Council Policy Manual, and various handbooks.

Prepare Foreign Residence Certificates for residents. **(Deputy City Clerk)**

Maintain the roster and membership status of the city's boards, commissions, and committees; monitor board, commission, and committee member recruitment vacancies; prepare and submit related reports to the Mayor and Council; prepare procedural documents and coordinate ethics training; update the Board and Commission Handbook; assist in maintaining official city documents and records including board, commission, committee minutes; committee application forms and other correspondence. **(Deputy City Clerk)**

Administer oaths of office to new employees and board, commission, and committee members. **(Deputy City Clerk)**

Assist with the preparation and assembly of City Council agenda packets; coordinate with departmental representatives to assure that agenda items are received by the appropriate deadline and in appropriate format; post and distribute notices of public hearings and meetings **(Deputy)**; read, interpret and apply laws, rules and directions related to State and federal election law, the Political Reform Act, the Public Records Act, the Maddy Act, the Brown Act, and local ordinances. **(Senior Deputy City Clerk)**

Respond to requests for research and information from the City Council, city staff, and the public regarding city codes, ordinances, and established policies and procedures; compile data for administrative and public reports.

Prepare, distribute, update, and manage the codification of the Municipal Code. **(Senior Deputy City Clerk)**

Process requests for bond reductions/releases from other departments, reviewing records on file to verify accuracy. Comply with the local, state and federal laws regarding release of retention and bonds. **(Senior Deputy City Clerk)**

Train other office staff on City Clerk's Office procedures and policies as directed to support succession plan. This may also include the coordination and supervision of volunteers. Provide technical guidance and expertise to assigned staff. **(Senior Deputy City Clerk)**

Assist in the development of department and citywide training related to areas of assignment. **(Senior Deputy City Clerk)**

Stay current with new laws, trends, and innovations in assigned areas of responsibility. Attend and participate in professional group meetings, conferences, and trainings.

May be directed to conduct and/or participate in special projects which may include conducting research and analysis of complex legal and administrative issues, writing reports, preparing independent recommendations, and full participation and open communication with other city staff. Coordination of work and updates shall be provided regularly to the City Clerk Services Manager as directed. **(Senior Deputy City Clerk)**

Perform related work as required.

QUALIFICATIONS:

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

Deputy City Clerk

- Legal requirements of a City Clerk's Office.
- City ordinances and laws, governmental organization, rules and regulations.

- Principles and practices of municipal government administration.
- Applicable federal, state and municipal election laws.
- The Brown Act.
- The Maddy Act.
- Fair Political Reform Act reporting requirements.

Senior Deputy City Clerk

All of the above and:

- Ability to supervise and direct the work of entry level positions in the City Clerk's office. Must have ability to work independently in absence of City Clerk Services Manager.
- Principles of legal noticing requirements, election law and records management and retention.

Ability to:

Deputy City Clerk

- Analyze data and prepare reports.
- Use both discretion and confidentiality to uphold the principles, duties and ethics of the City Clerk's Office.
- Interpret, explain, and apply federal, state and local policies, procedures, laws and regulations; provide information and organize material in conformance with policies and regulations.
- Maintain complex records, including filing, storage, retrieval, and disposal of documents.
- Evaluate situations or problems.
- Develop recommendations and effective courses of actions.
- Communicate clearly and concisely.
- Work independently and with minimal supervision; work with complete discretion and confidentiality.

Senior Deputy City Clerk

All of the above and:

- Perform a variety of difficult, complex and highly responsible and specialized administrative support in the City Clerk's Office.
- Assist in conducting municipal elections and maintain official City Documents and records.
- Ability to fulfill the duties and responsibilities of the City Clerk Services Manager in his or her absence.

EXPERIENCE AND EDUCATION:

Any combination equivalent to experience and education that could likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required knowledge, skills, and abilities is:

Deputy City Clerk

Equivalent to completion of the twelfth grade or GED preferably supplemented by courses or training in areas related to the functions of the department such as specialized business courses, computer software for word processing, spreadsheet or database management, and customer service; and

Five (5) years progressively responsible clerical or secretarial functions, including administrative and technical duties related to the work of a City Clerk's Office. Specific experience working in a City Clerk's Office environment is highly desirable.

Must pursue Certified Municipal Clerk Designation within first three years of position. Must be a Notary Public.

Senior Deputy City Clerk

All of the above and:

Two years of supervisory experience. Two years of experience in role equivalent to Deputy City Clerk. Must be a Notary Public and currently possess Certified Municipal Clerk designation.

PHYSICAL DEMANDS AND ENVIRONMENTAL CONDITIONS:

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms; kneel, crouch; and lift up to 30 pounds. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office and computer equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret narrative and statistical data, information and documents; analyze and solve problems; use reasoning and abstract concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, technical vendors and others encountered in the course of work.

Incumbents may occasionally need to travel to various city locations or to off-site meetings as necessary and as the assignment demands. Employees will be required to work evenings to attend City Council meetings.

On a continuous basis, sit at a desk for long periods of time, intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulations to operate recording, voting and presentation equipment; use telephone, and write or use a keyboard to communicate through written means; Work is frequently disrupted by the need to respond to in-person and telephone inquiries.

DATE APPROVED: May 8, 2018