



## **DEPUTY CITY CLERK**

**BASIC FUNCTION:** This position is responsible for providing administrative assistance and clerical support to the City Clerk by performing a wide range of complex, technical, clerical, and administrative duties as they relate to the City Clerk's office.

**DISTINGUISHING CHARACTERISTICS:** This position reports to the City Clerk.

### **REPRESENTATIVE DUTIES:**

(It is important to note that the duties listed below are representative only and are not intended to cover the full range or scope of duties in this class.)

1. Prepares and processes various legal documents, forms, and correspondence, i.e. ordinances, resolutions, contracts, letters.
2. May take shorthand or speedwriting.
3. Prepares documents from stenographic notes, edits for proper composition, spelling and grammatical structure.
4. Assists City Clerk and participates in the maintenance of the records of the office and in carrying out the statutory and ordinance duties of the office.
5. Develops and maintains effective liaison and working relationships with the City Manager, City staff, intergovernmental and citizen's groups.
6. Prints, distributes, and mails agendas for various meetings in compliance with the Nevada open meeting law.
7. Schedules and notices public hearings according to Charter and Statute.
8. Takes minutes, for the various meetings.
9. Processes various applications for Planning Commission.
10. Serves as a Notary Public for City staff and the general public.
11. Acts as a secretary to the City Clerk and City Council, screening calls and visitors and referring inquiries as appropriate.
12. Responds to complaints and requests for information regarding the intent of regulations and City policies.
13. Processes information of a confidential nature; establishes and maintains confidential files.
14. Certifies official documents and attests signatures as Deputy City Clerk; assumes the duties and responsibilities of the City Clerk when assigned.
15. Maintains office equipment inventory, monitors and orders office supplies, prepares work orders.

### **KNOWLEDGE AND ABILITIES**

#### **KNOWLEDGE OF:**

- Legal forms, documents and terminology.
- Modern office practices, procedures and methods.
- Business English, spelling, grammar and arithmetic and basic accounting principals.
- Microsoft Office Suite such as Word, Excel, Outlook.
- Knowledge and experience of managing and working in a business office environment including but not limited to payroll experience involving weekly pay processing, monthly, quarterly and annual reporting (941's, W-2's, 1099's, online reporting to the IRS, etc).
- Accounts payable processing, invoice processing, cash receipt processing, privilege license processing, and insurance administration.

**ABILITY TO:**

- Maintain complex records management systems - by hard copy and by electronic storage of data.
- Analyze a variety of administrative problems and make sound policy and procedural recommendations to City Clerk.
- Take minutes of meetings.
- Balance financial records.
- Establish and maintain cooperative working relationships.
- Give and receive verbal and written directions.
- Operate common office equipment, including computer, 10-key adding machine, copier, facsimile and typewriter at net of 60 wpm.
- Communicate with other individuals both in person and over a telephone and to answer incoming phones calls.
- Properly interpret and make decisions in accordance with laws, regulations and policies.
- Prepare complete and accurate reports.
- Ability to work with the general public.
- Ability to process monthly utility bills including work orders , and good organizational and time management skills.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Associate of Arts degree or diploma from an accredited business college or technical school in office management or a closely related field and four years of progressively responsible secretarial experience in a legal, judicial or governmental setting.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Responsibilities may include immediate supervision of clerical staff, and "acting" as the City Clerk in his/her absence.

**PHYSICAL EFFORT:**

Normal office environment.

**CONTACTS:**

- Members of the public
- Co-workers and supervisors
- Staff from other City departments
- City Officials
- Citizen groups
- Staff from other public agencies

**WORKING CONDITIONS:** Normal office environment