

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: DEPUTY CITY CLERK

PERSONNEL COMMISSION APPROVAL:	(Revised)
COUNCIL APPROVAL:	AUGUST 20, 2007
JOB CODE:	0134
EMPLOYMENT STATUS:	REGULAR FULL-TIME
UNIT REPRESENTATION:	HBMT
FLSA STATUS:	NON-EXEMPT
EEOC CODE:	ADMINISTRATIVE SUPPORT

JOB SUMMARY

Under general supervision, performs varied clerical and administrative work in the City Clerk's Office.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Assistant City Clerk

DISTINGUISHING CHARACTERISTICS

The Deputy City Clerk differs from Senior Deputy City Clerk in that Deputy City Clerk is the entry-level job classification performing routine clerical and administrative support tasks while the Senior Deputy City Clerk performs the full range of paraprofessional duties and exercises independent judgment and initiative in performing complex assignments.

EXAMPLES OF ESSENTIAL DUTIES

- Sets up meeting materials and prepares room arrangements for City Council meetings; creates and distributes Action Agendas for City Council meetings as directed by the City Clerk
- Responds to public and staff inquiries regarding policies, procedures, elections, and City Council actions
- Assists with publishing legal and public hearing notices according to applicable codes and statutes
- Researches databases, zoning and municipal codes, microfiche and other records to answer inquiries from the public, City staff, or other public agency entities
- Certifies official copies of public records
- Scans and sets up files for retrieval in an electronic database management system
- Quality Control of files to ensure accuracy before final filing

CITY OF HUNTINGTON BEACH

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- Maintains ordinance/resolution log; certifies published affidavits for ordinances
- Assists with coordinating the execution, certification, publication and electronic recording of documents, processing of contracts, bids, public hearing notices and deeds
- At the direction of the Senior Deputy City Clerk or Assistant City Clerk, communicates with the contractor responsible for codifications to the City's municipal and zoning codes to ensure changes are accurately reflected on the City's website
- Distributes code updates to public law libraries
- Determines category id numbers to facilitate file retrieval
- Ensures that department website information is updated
- Orders supplies and materials; maintains the petty cash fund
- Composes and types correspondence
- Administers oaths
- Performs attestation of life certification for individuals who collect a foreign pension
- Attends bid openings
- May act as a notary and provide passport services to the public
- Accepts and distributes claims for liability or summons documents received at the front counter
- Reports to work as scheduled and works a variety of schedules including evenings, weekends and holidays as required; maintains regular and consistent attendance record
- Performs related duties and responsibilities as assigned

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Applicable laws, ordinances, codes, regulations policies and procedures
- Modern office practices, procedures and equipment
- Principles and procedures of modern records management
- English usage, spelling, punctuation and grammar and business writing
- Effective public relations/customer service principles, practices and techniques

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: DEPUTY CITY CLERK

Ability to:

- Learn and apply the City's policies and procedures and operation and legal requirements of the City Clerk's Office
- Interpret, enforce and follow municipal laws and procedures
- Utilize general office equipment such as telephone, fax machine, document imaging equipment, printers, copiers, computers and associated software
- Research issues, compile data and prepare a report of findings
- Prioritize tasks with competing demands to ensure work is completed in a timely manner
- Accurately maintain electronic and manual filing systems
- Communicate effectively both, verbally and in writing
- Establish and maintain cooperative work relationships with those contacted in the course of work

Education: High school diploma or equivalent. Supplemental college coursework or specialized training in business or public administration desirable.

Experience: Three years' progressively responsible clerical, secretarial or administrative experience. Experience working in a public sector environment preferred. Experience managing information through digital applications/environments desirable.

License/Certifications: A valid California driver license and an acceptable driving record required at time of appointment and throughout employment in this position.

State of California Notary Public Commission desirable

Passport Acceptance Agent Certification desirable

Certified Municipal Clerk (CMC) designation may substitute for up to one (1) year of required experience.

FLEXIBLE STAFFING/RECLASSIFICATION

At the discretion of the department head, positions may be filled at the level of Deputy City Clerk or Senior Deputy Clerk depending upon the level of skill and experience required of the department.

Deputy City Clerk incumbents may be recommended for reclassification upon meeting the minimum qualifications of the Senior Deputy City Clerk and proof of acquiring the professional designations/certificates for performance of the higher level duties. The minimum requirements for reclassification consideration, subject to the review, recommendation and approval of the department head and human resources, includes all of the following:

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: DEPUTY CITY CLERK

- Two (2) years' college-level coursework or specialized training in business or public administration or other directly related field
- Three (3) years' experience at the Deputy City Clerk Level
- State of California Notary Public Commission

Certified Municipal Clerk (CMC) designation is preferred and may substitute for up to one (1) year of required experience. Passport Acceptance Agent Certification preferred. Reclassification is not automatic.

Consideration is subject to the discretion of the department based upon staffing requirements.

SPECIAL CONDITIONS

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

Public Employee Disaster Service Worker: In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

The incumbent must be able to meet the physical requirements of the class and have mobility, balance coordination, vision, hearing, and dexterity levels appropriate to the duties to be performed.

Work is performed in an office environment and involves sitting, standing, and walking for prolonged or intermittent periods of time. Work requires reaching, bending, and twisting at the waist to perform desk work and operate general office equipment. The operation of a personal computer requires finger and wrist dexterity. Requires vision to read correspondence and other pertinent documents. Requires hearing and speech to communicate effectively in person, before groups, and over the telephone. Employee must be able to safely lift and carry books, files and reports weighing up to 25 pounds from desks, counter tops or file drawers.

Reasonable accommodations for an individual with a qualified disability will be considered on a case-by-case basis.