

CITY OF ARCADIA
CITY CLERK TECHNICIAN
DEPUTY CITY CLERK
ASSISTANT CITY CLERK

DEFINITION

Under administrative direction or general supervision of the Deputy City Manager or designee, to perform a variety of highly responsible, complex, and administrative support in the operations of the City Clerk and City Attorney functions of the City Manager's Office.

DISTINGUISHING CHARACTERISTICS

City Clerk Technician – This is the entry level in the class series. Positions at this level usually perform most of the duties required of the positions at the Deputy City Clerk level, but are not expected to function at the same skill level. Incumbents usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class is used as an entry-level class, employees will have the minimum qualifications but may have only limited or no directly related work experience.

Deputy City Clerk – This is the intermediate level in the class series. Positions at this level are distinguished from the City Clerk Technician level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions 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. Position in this class are flexibly staffed and positions at the Deputy City Clerk level may be filled by advancement from the City Clerk Technician level with two years of increasingly responsible legal, election, and/or records management experience, sufficient funding, and successful performance reviews. When filled from the outside, the employee is required to have prior related experience, which allows the employee to meet the qualification standards for the Deputy City Clerk level.

Assistant City Clerk – This is the journey level in the class series. Positions at this level are distinguished from the Deputy City Clerk level by requiring more experience than the Deputy City Clerk level. Positions in this class series are flexibly staffed and may be filled by advancement from the Deputy City Clerk with five years of increasingly responsible legal, election, and/or records management experience, sufficient funding, and successful performance

reviews. When filled from the outside, the employee is required to have prior related experience, which allows the employee to meet the qualification standards for the Assistant City Clerk level.

SUPERVISION EXERCISED

City Clerk Technician

Does not exercise any supervision.

Assistant City Clerk & Deputy City Clerk

May exercise technical supervision over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Perform a variety of administrative and support tasks for the City Clerk and City Attorney functions.

Assist in managing official record keeping for the City; legal administrative work; establishing record keeping systems including files and other storage or retrieval systems.

Attend City Council meetings and record all official proceedings; prepare minutes and other documents; direct the publication, filing, indexing and safekeeping of all proceedings of the City Council; prepare minute orders, resolutions, agreements, proclamations, and ordinances in draft or final form; coordinate the review and approval of official actions with the City Council, the City Manager, the City Attorney, citizens, community groups, and others.

Maintain custody of official records and archives of the City, including ordinances, resolutions, contracts, agreements, deeds, insurance, and minutes; certify copies as required; oversee the indexing, filing, and scheduling of documents for microfilming or other technological record keeping systems.

Assist staff and the public with questions regarding official documents or actions of the City; explain policies and procedures related to document storage and other matters.

Plan and conduct municipal elections; ensure conformance to election and government code; advise candidates, City officials, and designated employees of Political Reform Act filing requirements; serve as filing officer for the Fair Political Practices Commission; administer the City's Conflict of Interest Code; maintain documents for public inspection; order and maintain

election supplies and equipment; respond to questions regarding campaign reporting requirements; work with the Registrar of Voters during election process; coordinate election management reporting through modem with the Registrar of Voters.

Receive and process formal petitions relating to initiatives, referendums, or recalls; examine and certify results; receive and process petitions relating to matters pertaining to the City.

Assume responsibility for the preparation, organization, printing and distribution of the agenda and agenda packet materials for City Council and other meetings. Prepare staff reports and legal documents for consideration at City Council meetings.

Serve as the Electronic Document Management System (EDMS) Coordinator and manage the activities relating to the City's centralized records management program; prepare and maintain records retention schedules

Prepare and file misdemeanor criminal complaints, and miscellaneous pleadings with Courts; provide assistance and paralegal support to outside counsel on lawsuits as assigned.

Process and review subpoenas for records and employee appearances for hearings, depositions, or related legal matters.

Support City Attorney activities with other departments and outside agencies, and provide staff assistance to the City Attorney.

Coordinate, prepare, and maintain various codes and materials including the Municipal Code and the City's administrative, procedural, and committee manuals.

Prepare comprehensive and concise reports and summaries to present and interpret data, identify alternatives, and make recommendations.

Maintain the City's Municipal Code; determine placement and assign new article/section numbers to new revisions/additions to the Municipal Code. Execute official City documents; maintain custody of City Seal; administer and file oaths of office and oaths of allegiance.

Provide official notification to the public regarding public hearings, including legal advertising of notices.

Respond to citizen inquiries; establish, maintain, and foster positive professional relationships with those contacted in the course of work.

Research and prepare data for City Council, staff members, other governmental agencies, citizens, and news media; answer questions and give out information on the telephone, by correspondence, and in person.

Officiate at bid openings; direct the preparation of contracts and agreements between the City and bidders.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of municipal government.

Assist in the preparation and monitoring of the City Clerk and City Attorney budget.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

City Clerk Technician

Knowledge of:

Organization and function of municipal government.

Modern office procedures, methods and computer equipment.

Pertinent Federal, State, and local laws, codes, and regulations.

English usage, spelling, vocabulary, grammar and punctuation.

Basic mathematical principles.

Principles and procedures of record keeping.

Records management functions and the City's official record keeping system.

Principles and practices of records management, including records retention law.

Filing methods, systems and equipment used in storing, retrieving and updating City records.

Legal terminology and the forms and documents used in legal secretarial work.

Legal procedures and practices involved in composing, processing and filing a variety of legal documents.

Skill to:

Operate modern office equipment including computer equipment, document imaging equipment, microfilm, computers and printers

Type at a speed of 45 words per minute within one year of appointment and enter data at a speed necessary for successful job performance.

Transcribe recorded dictation.

Ability to:

Learn, interpret, and apply pertinent Federal, State, and local laws, codes, and regulations including administrative and departmental policies and procedures.

Use independent judgment, initiative, and problem solving skills in the application and follow through on decisions. Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

Provide information and organize material in conformance with policies and legal requirements.

Interpret a variety of public documents including contracts and ordinances.

Participate in the retention and destruction of official records in accordance with applicable laws and regulations.

Prepare and maintain accurate and complete records.

Prepare official minutes, resolutions, and ordinances.

Prepare clear and concise reports.

Respond to questions from the public and City personnel regarding policies and procedures for the assigned area.

Coordinate the retention/destruction of official records in accordance with applicable laws and regulations.

Interpret and apply administrative and departmental policies and procedures.

Minimum Qualifications:

Experience/Training:

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for successful job performance is qualifying. An example would be two (2) years of increasingly responsible legal administrative secretarial, administrative assistant, internship, or related experience. Equivalent to the completion of the twelfth grade supplemented by specialized training and course work in management, business administration, office practices, or a related field. A Bachelor's degree from an accredited college or university in public administration, business administration, or a related field is highly desirable.

License or Certificate:

Possession of, or ability to obtain, Certified Records Manager designation.

Deputy City Clerk & Assistant City Clerk

In addition to the qualifications for City Clerk Technician:

Knowledge of:

Applicable Federal, State and local laws, codes, and regulations, including the Brown Act, Public Records Act, Freedom of Information Act, and standard legal references and their contents.

Practices used in minute taking and preparation.

Modern principles and practices of program development and administration.

Legal procedures and practices involved in composing, processing and filing a variety of legal documents.

Election laws, political reform requirements, and procedures for administering municipal elections.

Principles of business letter writing and report preparation.

Principles and procedures of records management.

Skill to:

Transcribe recorded minutes.

Ability to:

Provide information and organize material in conformance with policies and legal requirements.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Interpret a variety of public documents including contracts and ordinances.

Participate in the retention and destruction of official records in accordance with applicable laws and regulations.

Plan and organize work to meet schedules and deadlines.

Prepare and maintain accurate and complete records.

Prepare official minutes, resolutions, and ordinances.

Compose correspondence independently.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Learn, interpret, and apply pertinent Federal, State, and local laws, codes, and regulations including administrative and departmental policies and procedures.

Plan, coordinate, and conduct municipal elections.

Identify and respond to City Council issues, and community concerns and needs.

Minimum Qualifications:

Experience/Training

Deputy City Clerk - Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for successful job performance is qualifying. An example would be three (3) years of increasingly responsible City Clerk experience involving taking and transcribing minutes of meetings, maintain complex files, and explaining policies, procedures, and regulations to staff or the public. A Certified Municipal Clerk or Master Municipal Clerk designation is preferred. A Bachelor's degree from an accredited college or university in public administration, business administration, or a related field is highly desirable.

Assistant City Clerk - Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for successful job performance is qualifying. An example would be five (5) years of increasingly responsible City Clerk experience planning and conducting municipal elections, reviewing City documents and contracts, and maintaining the City's Municipal code and official records. A Certified Municipal Clerk or Master Municipal Clerk designation is preferred. A Bachelor's degree from an accredited college or university in public administration, business administration, or a related field is highly desirable.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of, or ability to obtain within one year of date of hire, a Notary Public certificate.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment; availability to attend evening meetings; ability to travel to different sites and locations.

Effective Date: December, 2019