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CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: CITY CLERK SPECIALIST (NON-CLASSIFIED)

DEFINITION

Under general direction, to perform a wide range and variety of general clerical and highly responsible complex duties for the Office of the City Clerk; and do related work as required. Depending on assignment, may supervise lower level clerical staff.

DISTINGUISHING CHARACTERISTICS

This is a broad classification for non-classified municipal clerk support staff encompassing entry level through advanced journey level clerical and secretarial work. Incumbents in this classification are at-will and serve at the pleasure of the City Clerk. Incumbents in this position perform a full range of City Clerk support services. As experience is gained, and compensation increases based upon performance, incumbents perform the full range of municipal clerk support services required while only receiving general instructions and using a high degree of independent judgment. The Incumbent shall be appointed "at-will" and serve at the pleasure of the City Clerk.

PAY FOR PERFORMANCE

Employees in this classification are advanced in compensation based upon superior performance, as granted by the City Clerk, and not to exceed 10% annually.

MERIT PAY

Upon reaching the maximum of the "Step 1" non-incremental range, the City Clerk may advance incumbents based upon superior performance, and place them within a non-incremental merit range, "Step 2", providing for up to a one-year merit bonus, not to exceed 10% annually.

Upon receipt of up to one year of "Step 2" merit pay, City Clerk Specialists will be returned to the maximum of the "Step 1" non-incremental range; or the City Clerk may grant further increases based upon continued and demonstrated superior performance; not to exceed 10% annually and not to exceed the maximum of the "Step 2" range.

REPORTS TO: City Clerk or designee

SUPERVISION RECEIVED AND EXERCISED

Initially receives direct supervision from the City Clerk or designee with decreasing supervision commensurate with experience and performance capabilities. May exercise supervision over other staff as assigned.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Participate in the work of a clerical unit.
- Compose letters and memoranda on behalf of the City Clerk's Office.
- Operate, and remain proficient in, a variety of office equipment, including but not limited to, a personal computer and various computer applications.
- Perform administrative research and compile information, data and materials.

- Process documents including ordinances, resolutions, contracts, claims and other related documents.
- Perform duties of Passport Agent.
- Oversee the administration of the word processing and electronic mail systems.
- Recommend and assist in the implementation of goals, objectives and methods for continuous improvement of municipal clerk services.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justification for budget items; and monitor and control expenditures.

QUALIFICATIONS

Knowledge of:

- English usage, spelling, grammar and punctuation.
- Principles of budgeting and record keeping.
- Terminology, forms and documents used in municipal clerk work.
- Procedures and practices involved in composing, processing, calendaring and filing a variety of municipal clerk documents.
- Business letter writing and basic report preparation.
- Components of ordinances, resolutions, contracts and claims.
- Personal computers and software applications.

Ability to:

- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships.
- Operate office equipment including personal computers; keyboard at a speed of 50 WPM or higher.
- Work independently in the absence of supervision with respect to municipal clerk documents, correspondence and memoranda.
- Perform basic arithmetic and statistical calculations rapidly and accurately.
- Train coworkers.
- Manage and schedule assignments.
- Plan, organize and coordinate workflow.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grade, including or supplemented by specialized clerical and/or business courses.

Experience: A range of 0-3 years of increasingly responsible office administrative experience.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: City Clerk Specialist (Non-Classified)

TO: Deputy City Clerk (Non-Classified)