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08/09/11

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE:

DEPUTY CITY CLERK (NON-CLASSIFIED)

DEFINITION

Under general supervision, to supervise and prepare agendas, supporting materials, and minutes for the City Council and Standing Committees; participate in the indexing, filing and research regarding the legislative history of the City; supervise the City's records retention, imaging and microfilming programs and the City archives; administer the processing of Political Reform Act filings; attend City Council and Standing Committee meetings on a relief basis; and do related work as required.

DISTINGUISHING CHARACTERISTICS

Employees in this class have responsibility for planning, assigning and supervising the processing, indexing, imaging, filing and dissemination of records. Although performed within a legal and/or procedural framework, requires judgment and initiative due to specific work problems. Work is reviewed through observation, reports, conferences and results. 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, Deputy City Clerks 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

Receives general supervision from the City Clerk or designee. May exercise general supervision over administrative support staff.

EXAMPLES OF DUTIES

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

- Codify the Municipal Code.

- Supervise and train employees in the processing, indexing and filing, imaging and dissemination of reports and the maintenance of complex files and records involved in the publication, filing, indexing, imaging and safeguarding of all proceedings of the City Council.
- Process filing for state and local campaign statements and Conflict of Interest Codes of the City Council advisory bodies and all designated employees under the Political Reform Act.
- Supervise the records retention program.
- Respond to requests for information from the various City departments and the public.
- Interpret policies, rules and regulations in response to inquiries and refer inquiries as appropriate.
- Assist in the preparation and maintenance of the office procedure manual.
- Prepare City Council reports as required.
- Assist in the conduct of municipal elections.
- Prepare and proofread a variety of legal notices.
- Attend City Council meetings and record minutes, as needed.

QUALIFICATIONS

Knowledge of:

- Business English, spelling and arithmetic.
- Principles of supervision and training.
- Modern office practices, procedures and equipment.
- Operation and use of office equipment.

Ability to:

- Work independently in the absence of or with little supervision. Compile and maintain complex and extensive records and files.
- Plan, organize, assign, supervise and review the work of clerical employees in the maintenance of complex records and the interpretation and summarizing of written material.
- Do complex work involving considerable initiative, judgment and responsibility. Read, interpret and apply laws, rules and directions.
- Establish and maintain cooperative relationships with staff and the public in situations requiring tact, diplomacy and poise.
- Work under pressure and tight deadlines.
- Learn municipal laws and procedures, election laws and political reform requirements.
- Learn records retention and imaging procedures.
- Provide information and organize material in conformance with policies and regulations.
- Meet the public, understand their questions and effectively respond.

- Keyboard 50 words per minute.

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, supplemented by specialized business courses. Certified Municipal Clerk designation is highly desirable.

Experience: Three years' experience in the City Clerk's office.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

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

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Deputy City Clerk

TO: Assistant City Clerk