



# CITY OF POCA TELLO CLASSIFICATION SPECIFICATION

## Deputy City Clerk

Department: Mayor's Office

Reports to: Administrative Services Manager

Pay Grade: H06

Date Established: 9/2014

Date Revised: 1/2019

FLSA Status: Non-Exempt

### **CLASSIFICATION SUMMARY**

The Deputy City Clerk performs a variety of office support functions to provide clerical assistance to the Mayor, City Council, and Administrative Services Manager.

The job involves working with automated systems, computer records systems and/or other specialized software. Duties include answering and routing phone calls, organizing and scheduling meetings, and scanning, indexing, and organizing electronic and hardcopy documents, performing data entry, processing paperwork, generating reports, basic bookkeeping and/or accounting, and supporting other personnel as required. In addition, the position provides back-up support for the City Clerk to prepare and distribute Council agendas and official meeting minutes.

The position may be assigned to manage and maintain one or more department specific database or research, compile and organize materials/data for staff use or prepare reports or presentations. Duties include composing correspondence from general instructions, formatting and typing a variety of executive, sensitive, confidential, official and/or legal letters or documents.

The position also assists with issuing city licenses, maintaining and organizing city records and other ancillary duties of the City Clerk's office.

This job includes a significant amount of public contact. Work is performed independently under limited supervision following prescribed policies, procedures and guidelines requiring initiative, independent judgment, confidentiality, sensitivity to customers and meticulous follow through. Work requires attention to detail and good organizational and time management skills.

The position reports to Administrative Services Manager.

The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The work environment is a general office environment. The noise level is generally moderate.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)***

Provides clerical and general office support to answer phones, schedule meetings and appointments, greet visitors to the Mayor's office, prepare and file various documents, compose correspondence and prepare reports. May process time records or perform routine accounting duties. Creates and closes files, compiles and monitors report data, and enters data into database software.

Assists the City Clerk and serves as back-up to prepare and distribute Council agendas, attend Council meetings and prepare official meeting minutes. Performs signatory duties in absence of the Clerk, accepts claims and performs other City Clerk duties as needed.

Explains policies and procedures as needed to assist customers or other staff. Answers inquiries and provide information to the public, other City departments, businesses and private individuals.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

### **CLASSIFICATION REQUIREMENTS:**

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

#### **Knowledge of:**

- City Clerk and Mayor's office programs, objectives, policies and procedures;
- Customer service principles and procedures;
- Data entry and database management;
- Basic bookkeeping and accounting methods;
- Modern office function and operations, and record keeping and reporting methods;
- Operation of standard office equipment and a personal computer and job-related software applications for word processing, spreadsheets, desktop publishing and other required applications.

#### **Skill and Ability to:**

- Perform clerical and administrative office functions such as record keeping, file maintenance, data entry and customer service;
- Answer inquiries and provide information to the public, other City departments, businesses and private citizens;
- Accept, review and process documents and records within established guidelines and procedures;
- Operate a personal computer and job-related software applications;
- Maintain a professional demeanor and confidentiality of work performed at all times;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, and the public;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

### **ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS**

- High school diploma or GED is required; and
- At least one (1) year experience performing administrative support duties.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

### **PHYSICAL REQUIREMENTS**

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, and work in an office environment. The job requires hand/finger dexterity to keyboard or type, handle materials, manipulate tools, and reach with hands and arms. The job requires operation of office equipment. The employee must occasionally lift and/or move up to 25 pounds with assistance. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.