



## DEPUTY CITY CLERK

### **General Definition of Work:**

Serves as administrative coordinator for advisory boards, provides clerical work assisting with the daily operation of the City Clerk's Office and in the preparation, maintenance and retrieval of official municipal records; agenda management and preparation for advisory boards. Work is performed under the general supervision of the City Clerk.

### **Essential Functions/Typical Tasks:**

Attend assigned meetings and draft minutes; assist the City Clerk with the preparation, maintenance and retrieval of official records and files; process public records requests; assist the public; provide clerical support to the City Clerk.

*(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Attend and record commission, committee and board meetings as assigned
- Prepare and proofread minutes for approval at commission, committee and board meetings
- Attend and record bid openings
- Prepare and publish ordinances, resolutions, public hearings, Requests for Proposals, Requests for Qualifications and Requests for Bids in accordance with Florida Statutes and City Charter
- Administer records management processes including records filing, retention and destruction in accordance with the State of Florida Division of Library & Information Services
- Produce public records in accordance with Florida Statutes
- Operate document imaging system and scan official records into system for document preservation
- Assist with elections and candidate handbooks
- Coordinate and distribute financial statement forms to the Supervisor of Elections office
- Review the City Charter and Code of Ordinances to ensure workplace compliance with state and federal laws
- Submit adopted ordinances to MuniCode to update Code of Ordinances
- Maintain vehicle registration records in document imaging system
- Maintain and reconcile petty cash fund
- Assist the public and co-workers, answer multi-line telephone system, greet visitors, receive and distribute mail
- Provide Notary Public and certification services
- Relieves the City Clerk of various clerical and administrative details; performs a variety of functions within the City Clerk's office requiring knowledge of department policies and procedures
- Serve as Acting City Clerk when assigned
- Executes and affix seal to applicable City documents in the absence of the City Clerk
- Performs related tasks as required

### **Knowledge, Skills and Abilities:**

Considerable knowledge in the operation of local government and the State of Florida's records management laws, rules of procedures and the FL Sunshine Laws; considerable knowledge of office organization; ability to retain and utilize basic skills, think logically, exercise skillful use of proper grammar and efficiently proofread material prepared for distribution; must be very dependable and highly organized; ability to plan, organize and prioritize work efficiently in order to meet multiple deadlines; ability to make minor decisions in accordance with department and commission policies, procedures and regulations; ability to understand and carry out oral and written instructions while making detailed observations in order to assure accurate reporting; knowledge of the basic and the advanced functions of Microsoft Office and recording systems; ability to establish and maintain effective working relationships; ability to maintain a high degree of confidentiality commensurate with duties and responsibilities of the City Clerk's Office

### **Education and Experience:**

Municipal clerk and/or records management experience preferred; any combination of experience and education equivalent to graduation from high school which provides the required knowledge, skills and abilities; some college preferred.

### **Physical Requirements:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires crouching, reaching, walking, pushing, fingering, grasping and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

### **Special Requirements:**

Notary Public license and the possession of or ability to obtain Certified or Master Municipal Clerk certification. Availability to work evening hours and varying work schedules.



**Pay Grade:** 119

**Status:** MAPS hourly

**Revised:** September 2018