

DEPUTY CITY CLERK

Department: Office of City Clerk
Division: _____
Reports to: City Clerk

Classification: M-2 (Confidential)
FLSA Status: Exempt
Date Approved: _____

Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with specified positions. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, description/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.

DEFINITION

A specialized position under general direction of the City Clerk. Participates in the preparation, distribution and maintenance of official records and documents; assists in the implementation and monitoring of the city's records management program; provides record retrieval assistance to the public as well as to the Mayor, City Council and staff; provides all technical and clerical support as required in all aspects of the duties of the City Clerk; and any other duties as directed by the City Clerk.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Prepare and assemble tentative, working, final and annotated agendas for posting and distribution to City Council members, City staff, and the public.
3. Attest documents in the absence of the City Clerk.
4. Assumes the duties of the City Clerk in his/her absence.
5. Oversee preparation of supporting material and development of materials required for such meetings and distribute the supporting materials and the agenda to the City Council, Redevelopment Agency, and appropriate City staff.
6. Utilize document imaging technology to prepare agenda packets, which includes background material for agenda items; maintains responsibility for electronic and hard copy distribution of packet information to the Mayor, Council, City staff, local media and public.
7. Attend City Council meetings, Redevelopment Agency meetings, and Council/staff retreats as scheduled; take minutes and record the proceedings of the meetings using recording equipment; obtain required signatures on approved agenda items.
8. Attend and take minutes and record confidential personnel sessions when scheduled, and keep minutes in a secure, confidential file.
9. Responds to inquiries from City departments and the public regarding Council action and the operation of the City Clerk's office as well as the operation of other departments.
10. Oversee the posting notice of the meetings in compliance with the State of Nevada Open Meeting Law.
11. Oversee posting and processing all legal bid documents for all departments. Attend all bid openings and notice awards. Follow each bid awarded by Council through completion.
12. Maintain list of active City committees and committee members.
13. File resolutions, ordinances, minutes, and other documents required by local, state, or federal law.
14. Maintain City Clerk page on the City of Mesquite Internet website.
15. Assist the City Clerk in all functions in the City Clerk office, which include training, overseeing and conducting all city municipal elections; publishing election notices; generating filing forms and voter registration list, updating election material for the City Website.
16. Assist in the preparation of the City Clerks Budget.

17. Assist public officials and candidates with filing Campaign Expenditure Reports.
18. Supervise departmental personnel and assist with developing, maintaining, and training city personnel with the computerized and manual record document imaging management system for all City official documents.
19. Maintain files of agreements, City owned vehicles and property, bids budgets, Certified Payroll, cemetery, agenda packets, grant bargain sale deeds, offsite agreements, grants of easements, right of ways, and deed of dedication.
20. Assist compliance unions with audits of certified payroll.
21. Screen telephone calls and furnish information, take messages, refer calls, and when appropriate, resolve the problem or complaint; accurately distribute correspondence and other communications received; receive inquiries and concerns on behalf of the City Clerk.
22. Organize and maintain complex technical filing systems.
23. Operate a variety of office equipment including a computer, input and retrieve data and text; organize and maintain disc storage and filing.
24. Maintain the City cemetery database; assist the public with arrangements; generate deeds of purchase; update cemetery maps regularly.
25. Serve as a Notary Public for the City of Mesquite.
26. Protect confidential information by preventing unauthorized release, both verbal and/or writing.
27. Assist with cash receipting.
28. Assist, as needed, with issuing regular business license..
29. Oversee and assist with the City ordinance codification process.
30. Assist the Police Department in the action of destroying evidence no longer viable for retention.
31. Be dependable and meet acceptable attendance requirements at all times.
32. Follow all applicable safety rules and regulations.

OTHER JOB FUNCTIONS

- A. Attend City staff meetings as needed
- B. Perform other related duties as assigned.

QUALIFICATIONS

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of this position.

Knowledge of:

- Through knowledge of the rules, regulations, policies, and operating procedures for the City Clerk's Office; federal, state, and local laws and ordinances that impact the work of the Clerk's Office including the City Code and City Charter, City organizational structure and operation including the operating rules and procedures invoked by City council for conducting their meeting; privacy of information laws; and voter registration laws and procedures.
- City government, its functions and operation; governmental agencies, non-profit agencies, and local public resources providing assistance to the public.
- Modern office procedures, methods, office and computer equipment.
- Principles of business letter writing and basic report preparation.
- Principles and procedures of record keeping.
- English usage, spelling, grammar and punctuation.
- Business communication and clerical skills.
- Records management procedures and retention requirements.
- Basic recording and transcription equipment.
- Notary procedures.
- Various applications of Excel, Word, Word Perfect, Access, Sire, Generations and Caselle Software.

Ability to:

- Perform responsible and difficult secretarial work involving the use of independent judgment and personal initiative.
- Work independently in the absence of supervision.
- Understand the organization and operation of the City, the City Clerk office, and of outside agencies as necessary to assume assigned responsibilities.
- Read and understand City ordinances.
- Compile and maintain records.
- Type at a speed necessary for successful job performance.
- Understand and follow oral and written instructions.
- Maintain complex records and ensure that records are maintained in conformance with established guidelines.
- Communicate clearly and concisely, both orally and in writing.
- Prepare clear and concise reports.
- Maintain status as a State of Nevada Notary Public.
- Establish and maintain effective working relationships with those contacted in the course of work, including a variety of City and other government officials.
- Use with proficiency Excel, Word, Word Perfect, Access, SIRE, Generations and Caselle software.
- Reconcile cash drawer
- Record meeting minutes and transcribe.
- Operate computer equipment, (i.e. computer) ten key calculator, copier, fax, etc...

Experience, Education and Training:

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

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| <u>Education:</u> | High school diploma or G.E.D. An Associate degree in a secretarial or administrative field is preferred. |
| <u>Experience:</u> | Four years business experience of a secretarial/administrative work. Two years experience in a City or County Clerk’s Office performing similar duties is desirable. |
| <u>Training:</u> | Excel, Word, Word Perfect, Access and Casselle software. |
| <u>License or Certificate:</u> | Certified Municipal Clerk certification is preferred. Must obtain a Notary Public appointment within the first sixty days of employment as a condition of continued employment and must possess, at the time of employment and continuously throughout employment, a valid Class “C” driver’s license. |

WORKING CONDITIONS

Work is performed under the following conditions:

Duties require sufficient mobility to work in a typical office setting and use standard office equipment, including a computer; sustained posture in a seated position for prolonged periods of time; vision to read printed materials and a VDT screen, and hearing and speech to communication in person or over the telephone. Physical exertion is present due to occasional bending, twisting, reaching, standing, walking and stooping. Must be able to handle stressful situations and have flexibility of scheduled work hours and be able to attend some breakfast, lunch or evening meeting. Travel to off-site facilities and travel to off-site training as required. Must carry/lift/push or pull loads of up to 25 lbs.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised & approved: April 2006
October 2009