



# CITY OF CHINO

## Deputy City Clerk

### **Definition:**

Under general supervision, performs a variety of administrative and clerical duties in support of the City Clerk; maintains a comprehensive indexing and filing system for records of action and official documents; prepares and distributes the City Council agenda; coordinates Fair Political Practices Commission filing obligations; ensures compliance with the state's Brown Act (public noticing) requirements; conducts official activities of the City Clerk's office in the absence of the City Clerk; and, performs related work as assigned.

### **Class Characteristics:**

The Deputy City Clerk is a single position classification.

### **Essential Functions:**

- Provide direct and confidential support to the City Clerk; schedule appointments; prepare, edit, assemble, and distribute correspondence, reports, documents, agenda, and other materials; develop or obtain forms and documents; interface with City staff and other agencies in obtaining information and coordinating activities. May also provide administrative and direct secretarial support to the City Manager, Assistant City Manager, and Administration Department management staff.
- Prepare agenda, agenda packets, and permanent minutes for the City Council meetings; post agenda and staff reports on the website; and participate in the production of City Council Meeting webstreaming.
- Plan and supervise the retention, maintenance, distribution and filing of records and documents related to transactions of the City and its employees including ordinances, resolutions, deeds, contracts, agreements and other documents, notices, minutes, reports and related papers; maintain and update the Chino Municipal Code and California statutes.
- Administer the processing of contracts from all City departments to ensure compliance with City policies and procedures.
- Research, retrieve, and provide information and assistance to the public pertaining to minutes, ordinances, resolutions, and history of the City; provide documents to the public, other departments and agencies; research and provide information on State statutes.
- Assist with implementation and administration of the City-wide Records Management Program; chair the interdepartmental Records Management Committee; coordinate maintenance of active records, archival and retrieval of inactive records, and the destruction of records; and, maintain a comprehensive indexing and filing system for tracking official records, documents, and actions.
- As needed, attend the Executive Management Team's agenda preparation meetings and City Council meetings and take and transcribe minutes to serve as the official City records.

## Deputy City Clerk

- Perform all required follow-up pertaining to City Council action taken at meetings.
- Maintain official files and records of Council proceedings and actions; prepare, process, distribute, and post public notices, bulletins, recorded documents and contracts following applicable laws and procedures; and, prepare proclamations, commendations, ordinances, and resolutions in accordance with written instructions.
- Coordinate and process Fair Political Practices Commission filing obligations required of City Council Members, Commissioners, and designated employees; assist with providing information to candidates about the City, responsibilities of elected officials, and requirements for filing campaign expenditures and donations; transmit information on candidates to the county for the printing of ballots; process the filing of Conflict of Interest and semi-annual election campaign statements; and annually update the City's Conflict of Interest Code.
- Coordinate with other departments and process all public hearing notices and other legal advertisements.
- Coordinate the codification of the Municipal Code.
- Assist with the coordination of municipal elections; prepare appropriate resolutions, ordinances, and other necessary documentation related to elections; prepare Candidate Handbook; and, assist with processing candidate paperwork and coordinate with county election office.
- Monitor and participate in the development and administration of the City Clerk's office budget.
- Perform official duties of the City Clerk in his/her absence; and, assist others in the performance of related tasks.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

### **Qualifications:**

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. The incumbent will possess the most desirable combination of training, skills, and experience, as demonstrated in his/her past and current employment history. A typical example includes:

### **Education:**

- High School Diploma or G.E.D. (required).

### **Experience:**

- Four years of increasingly responsible clerical experience in a municipal setting.
- Experience in a City Clerk's office (highly desirable).

**Thorough knowledge of:**

- Principles of records management.
- English grammar, punctuation, and spelling.
- Modern office methods and procedures.

**Working knowledge of:**

- City government activities and the responsibilities of a City Clerk's office.
- Data processing systems/applications.

**Proficient skill in:**

- Shorthand/speedwriting (desirable).

**Skill in:**

- Operation of a variety of office equipment, including typing at a *minimum* rate of 60 net words per minute.

**Ability to:**

- Use good judgment in handling highly sensitive and/or confidential matters with discretion and maintain the privacy of such information.
- Communicate clearly and concisely, both orally and in writing.
- Enforce municipal laws and procedures.
- Establish and maintain effective relationships with City staff, the community at-large, the City Council, and other public officials.
- Deal tactfully and courteously with internal and external customers.
- Assist with coordinating the activities of the City Clerk's office.
- Implement election laws and political reform requirements.
- Provide information and organize materials in conformance with policies and regulations.
- Understand, explain, and apply policies and procedures.
- Understand and follow verbal and written directions.
- Accurately maintain complex records, summarize written materials, and interpret a variety of documents, contracts, and ordinances.
- Meet the public, understand the public's questions and respond effectively.
- Perform varied clerical work requiring independent judgment.
- Operate a computer and utilize a variety of software programs.
- Proofread documents for inconsistencies in spelling, punctuation, and grammar.
- Draft correspondence for the City Manager, City Council, City Clerk, and Department staff.

**Special Requirements:**

- Work evenings occasionally.
- Possess, or have the ability to obtain, a Notary Public commission.
- Successfully pass a City administered typing test at a *minimum* rate of 60 net words per minute, with no more than 10 errors.
- Possess a valid Class C California Driver License and a satisfactory driving record.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

**Physical Profile:**

Category I

Link to description [here](#)

**Employee Unit:**

SBPEA (Professional, Technical and Clerical)

Revised: 7/1/2014

Replacing Deputy City Clerk classification specification dated 10/24/2006.

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