

CITY OF MARYSVILLE

DEPUTY CITY CLERK

DEFINITION

To type a variety of materials; to perform other varied and general clerical duties; and to do related work as assigned.

To perform responsible and confidential clerical and technical work.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the City Administrator or the City Clerk.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Perform a wide variety of clerical work, including typing, proofreading, filing, checking and recording information on records.

Answer the telephone and wait on the general public, giving information as required.

Type letters, memorandums, proceedings of meetings or other materials from rough draft, copy, notes, or transcribing machine recordings.

Perform a variety of clerical duties associated with the personnel function including selection, compensation, and labor relations.

Assist in the preparation of agenda materials.

Assist in licensing and computer terminal input for parking tickets, payables, etc.

Assist the City Clerk in duties assigned, such as: prepare, type, and process resolutions, ordinances, minutes, and other documents required for presentation to the City Council.

Maintain administrative and general records filing system for Ordinances, Resolutions, Minutes and documents; maintain an up-to-date copy of the Municipal Code.

Compose letters, articles and resolutions; proof read reports, forms, and other typed material for mathematical accuracy and correct grammatical usage; type stencils and masters.

Operate adding machine and other office equipment.

Sort and file documents and records according to predetermined classifications, maintaining alphabetical, index, and cross-reference files.

Check invoices and requisitions, and perform arithmetic calculations.

Serve as receptionist; serve as telephone operator-receptionist as assigned.

Prepare simple statistical reports.

Perform other duties as assigned.

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MINIMUM QUALIFICATIONS

Knowledge of:

Municipal organization and functions.

Modern office practices and procedures including business correspondence, filing, and standard office equipment operation.

Statistical and record keeping methods.

Correct English usage, spelling, and punctuation.

Ability to:

Perform routine clerical work.

Learn to operate office appliances and learn office methods, rules and policies.

Type at a speed of not less than 50 words per minute from clear copy.

Employ good judgment and make sound decisions in accordance with established procedures and policies.

Communicate clearly & concisely, both verbally and in writing.

Establish and maintain cooperative relationships with those contacted in the course of work.

Learn and perform clerical duties required in the support of City Clerk functions required under State law.

EXPERIENCE AND TRAINING

Any combination equivalent to the experience and education that could likely provide the required knowledge and abilities would be qualifying.

Experience: A typical candidate would have at least 3 years of clerical experience, preferably with a municipal government.

Training: Proof of graduation from an accredited high school.