

Administrative Assistant - Deputy Clerk

Department: City Administration

FLSA Status: Non-Exempt

General Definition of Work

Performs difficult administrative work performing of a variety of office assistance and administrative tasks for executive management and the City Council, processing permits and providing customer service, coordinating and administering City elections; maintaining official files, records, and financial information, and related work as apparent or assigned. Work is performed under the limited supervision of the Finance Director. Supervision is exercised over subordinate personnel.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Composes, compiles, edits, and uploads City Council documents to City website; prepares Council chamber for active sessions; schedules, coordinates, and creates agendas and meetings for City Council chamber.

Processes, maintains, and collects payments for all permits; directs permits to designated personal for approval.

Acts as receptionist; greets visitors; answers telephone; receives inquiries, complaints, and service requests and resolves them within the framework of established policies and procedures or forwards them to appropriate party for disposition.

Manages, trains and supervises judges & election staff; administers election process following city and state policies and procedures; monitors regulatory requirements to ensure compliance.

Accepts, analyzes, issues and maintains City business licensing.

Processes and distributes periodic newsletters to citizens; updates and maintains City website; coordinates application and interview process.

Maintains records and files; sorts, indexes, and files material alphabetically, numerically, geographically, or by other predetermined classification; destroys and deletes files as instructed.

Prepares and distributes public improvement, refuses and assesses hearing notices; prepares and maintains assessment rolls; publishes hearing notices; collects all receipts and composes deposit reports.

Coordinates City activities and events; schedules staff training; schedules building maintenance and cleaning of City buildings.

Knowledge, Skills and Abilities

Thorough knowledge of standard office practices, procedures, equipment, and office assistance techniques; thorough knowledge of business English, spelling, and arithmetic; thorough knowledge of the organization and functions of the City; thorough knowledge of records management practices and techniques; thorough knowledge of the rules governing the storage and control of official documents; skill in the use of personal computers, associated software packages, hardware, and peripheral equipment; ability to maintain office records and to prepare accurate reports from file sources; ability to perform and organize work independently; ability to handle confidential information according to established procedure; ability to type, take, and transcribe dictation accurately and at a reasonable rate of speed; ability to prepare effective correspondence on routine matters and to perform routine office management details with minimal referral to supervisor; ability to establish and maintain effective working relationships with associates, contractors, elected and appointed officials, government officials, vendors, and the general public

Education and Experience

Associates/Technical degree and considerable experience in administrative support work and record safekeeping work with some experience serving the public, or equivalent combination of education and experience.

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions and occasionally requires standing, walking, sitting, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others

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accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Obtain Certified Municipal Clerk certification (CMC) within three years of hire.

Last Revised: 3/20/2023