

CITY OF ROSEVILLE

DEPUTY CITY CLERK I
DEPUTY CITY CLERK II

DEFINITION

To perform sensitive, confidential and responsible administrative duties associated with the administration and maintenance of official City records and legal documents in support of City Clerk Office activities including receiving, researching and responding to questions from the general public, processing passport applications, assisting with recruiting and coordination of training of board and commission members, notarizing documents; processing and maintaining securities required for development agreements, tree and grading bonds, encroachment permits and various housing activities; and to provide administrative support for the public bid process.

DISTINGUISHING CHARACTERISTICS

Deputy City Clerk I - This is the entry level class in the Deputy City Clerk series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Deputy City Clerk I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Deputy City Clerk II - This is the journey level class in the Deputy City Clerk series and is distinguished from the I level by the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Deputy City Clerk I

Receives immediate supervision from the Assistant City Clerk.

Deputy City Clerk II

Receives general supervision from the Assistant City Clerk.

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

Serve as first line of contact to external customers at the front counter and main switchboard; refer customers to appropriate department and/or provide a variety of general information regarding City functions; administer oaths; certify documents; provide notary services as requested; collect fees and perform cashiering duties.

Deputy City Clerk I/II

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Participate in the bid process; place bid advertisement; receive, stamp and process incoming requests for proposals and requests for qualifications; conduct public bid openings and notify vendors of contract award; receive, process, and file contract documents.

Accept and process claims, summons, subpoenas and appeals, ensuring compliance with City policies and procedures.

Administer the release of various City held securities and maintain associated database.

Assemble and notarize documents and exhibits for official recording of documents.

Receive and evaluate Public Records requests; research and compile information for release.

Prepare and copy City Council agenda items for master agenda copy and staff distribution; ensure agenda items are correctly compiled and copied prior to distribution; post agendas, ordinances, and meeting cancellations in accordance with legal policies and procedures.

Accept and process passport applications; review documentation to ensure completeness and respond to questions regarding process.

File and process Preliminary Notices and Stop Notices.

Coordinate the flow of information between the City Council, City Manager, City Attorney and other staff to and from other City Departments.

Provide a variety of general administrative support including ordering and maintaining inventory of office supplies, setting up for City Council meetings, scheduling public meeting rooms and Council Chambers and processing and filing of various documents.

Prepare ceremonial documents and necessary back-up materials for public presentations for the Mayor and City Council; assist in the election cycle process.

Assist with the recruiting and coordinate the training of city board and commission members.

Scan and archive documents following electronic document management procedures.

Maintain department intranet and internet pages; ensure accurate and current information is posted.

Recommend and participate in the implementation and improvement of policies and procedures.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related work as required.

MINIMUM QUALIFICATIONS

Deputy City Clerk I

Knowledge of:

Principles and procedures of record keeping and reporting.

Modern office equipment and procedures including use of a variety of software applications.

Customer service principles and public relations techniques.

English usage, spelling, grammar and punctuation.

Business letter writing and report preparation.

Ability to:

Learn, interpret, apply and explain basic City policies and procedures related to the maintenance and release of records.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; type 40 words per minute; and lift or carry weight of 10 pounds or less.

Analyze situations carefully and adopt effective courses of action.

Conduct routine analytical studies; problem solve.

Use a personal computer and a variety of software applications.

Plan and organize workload.

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

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Experience:

Two years of increasingly responsible clerical and administrative support experience.

AND

Training:

Equivalent to completion of the twelfth (12th) grade, GED or higher level degree.

License or Certificate

Possession of a valid California driver's license by date of appointment.

Possession of, or ability to obtain, a California Notary Public designation within six months of hire.

Possession of, or ability to obtain, designation as a United States Department of State, Bureau of Consular Affairs U.S. Passport Acceptance Agent designation within six months of hire.

Deputy City Clerk II

In addition to requirements for the Deputy City Clerk I:

Knowledge of:

City and outside agency services provided.

Pertinent local, state and federal regulations related to the retention and release of documents.

Ability to:

Interpret, apply and explain City policies and procedures related to the maintenance and release of records.

Respond to and assist in the resolution of inquiries and complaints.

Obtain a Notary Certificate and Passport Certificate.

Independently prepare correspondence and memorandums.

Use independent judgment and personal initiative.

Know, understand, interpret and explain department and program policies and procedures.

Experience and Training

Experience:

Two years of responsible experience performing duties similar to that of a Deputy City Clerk I with the City of Roseville.

AND

Training:

Equivalent to completion of the twelfth (12th) grade, GED, or higher level degree.

License or Certificate

Possession of a valid California driver's license by date of appointment.

Possession of, or ability to obtain, a California Notary Public designation within six months of hire.

Possession of, or ability to obtain, designation as a United States Department of State, Bureau of Consular Affairs U.S. Passport Acceptance Agent designation within six months of hire.

12-20-18

08-25-12 Deputy City Clerk I/II

01-22-99 Deputy Clerk I/II

04 01 87 Typist Clerk I/II

07 01 79

10 30 73

03 09 70

67

65 Junior Typist Clerk

Deputy City Clerk I/II

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64 Intermediate Typist Clerk