
**TEMPLE CITY
CLASS SPECIFICATIONS**

DEPUTY CITY CLERK

DEFINITION:

Under general direction of the City Clerk, performs responsible clerical and secretarial duties of above average difficulty; assists in the care and custody of official City records and assumes responsibility for the administration of the department in the absence of the City Clerk.

EXAMPLES OF DUTIES:

Assists the City Clerk in the maintenance of official City documents utilizing the city's records retention schedule and filing index; records and maintains legislative history of City Council actions; compiles, duplicates, and distributes City Council meeting agendas and backup information; ensures that certificates of insurance for all city contracts are current; generates reports for reimbursement of petty cash funds; responds to inquiries from the public and staff requesting public records; assists in the publication and mailing of official notices; aids in the election process and submission of Fair Political Practices Commission filings; assists in the distribution and coordination of responses to internet electronic mail and receipt of facsimiles; assists in updating information on the government cable TV channel and the city's internet web page; processes applications for numerous Special Use Permits; and assists in developing policies and procedures for implementing a computerized records management program.

DESIRABLE QUALIFICATIONS:

Knowledge of: Modern office procedures; word processing; use of the internet; and some knowledge of procedures and practices of the Office of City Clerk.

Ability to: Type at 60 words per minute; use a computer; follow directions, organize, and prioritize work assigned and/or work independently in the absence of specific instructions; to interpret and apply laws, rules and regulations, and establish and maintain effective public relations.

Education and Experience: Equivalent to completion of high school and three years of clerical experience, including some experience closely related to the functions and duties of the Office of City Clerk.

OTHER QUALIFICATIONS:

Possession of a valid Class C motor vehicle operator's license from the State of California.

Ability to operate a computer, typewriter, calculator, telephone, and copying machine.

Ability to take and transcribe meeting minutes.

- Ability to understand and respond to the public and staff's requests for assistance both on the telephone and in person.

Ability to prepare narrative reports, perform mathematical calculations, and sort/file documents.

Ability to sit for up to four hours at a time.

Ability to see.

Ability to climb a footstool or ladder for the purposes of retrieving records from storage.

Ability to get from one location to another in the course of doing business.