

City of  
**EDMONDS**  
Washington

**DEPUTY CITY CLERK**

<b>Department:</b>	City Clerk	<b>Pay Grade:</b>	<b>NE-09</b>
<b>Bargaining Unit:</b>	SEIU	<b>FLSA Status:</b>	Non Exempt
<b>Revised Date:</b>	October 2012	<b>Reports To:</b>	City Clerk

**POSITION PURPOSE:** Under administrative direction, performs various administrative duties in support of the City Clerk; works with detailed, complex and sensitive materials and exercises independent judgment, diplomacy and human relations skills in accomplishing work; maintains various official records, public records, public hearing notices and other related legal correspondence and records and monitors, processes and issues various special licenses for the City.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Performs various administrative duties in support of the City Clerk.
- Works with detailed, complex and sensitive materials and exercises independent judgment, diplomacy and human relations skills in accomplishing work.
- Maintains City Clerk's Office official records according to established procedures and oversees City archive facilities and arranges for storage and destruction.
- Receives, logs, processes, researches, and monitors requests for public records and provides requests to appropriate departments for completion within a five-day time frame; monitors status of requests.
- Provides for review of records or copies to the public.
- Provides information to elected officials and City staff as requested within scope of knowledge or authority or refers to appropriate person or agency.
- Records documents with Snohomish County as needed and maintains associated files.
- Monitors, processes, and issues various special licenses for the City.
- Performs notary services on documents related to citywide business.
- Prepares and processes official public hearing notices, publications and postings in accordance with state laws and procedures.
- Prepares and submits agenda memos as needed and copies finalized City Council packets and distributes appropriately.
- Prepares City Council chambers for meetings.
- Prepares and processes Claims for Damages and associated legal correspondence.
- Attends various meetings and prepares minutes, transcribes recordings to official minutes and updates City website.
- Serves as City Clerk in their absence and serves as backup for clerical staff in various functions as needed.

## **JOB DESCRIPTION**

### **Deputy City Clerk**

#### **Required Knowledge of:**

- Functions, activities and responsibilities of the City Clerk's Office.
- State and local laws and regulations regarding public records, public meetings, legal notices, licenses and other assigned functions.
- City Council policies and procedures regarding records retention, preparation of minutes and assembly of packets.
- Records management systems, techniques and technology.
- Record-keeping techniques.
- City organization, operations, policies and objectives.
- Interpersonal skills using tact, patience and courtesy.
- Structure, organization and inter-relationships of city departments, agencies, and related governmental agencies and offices affecting assigned functions.
- Effective oral and written communication principles and practices to include public relations and public speaking.
- Research methods and report preparation and presentation.
- Modern office procedures, methods, and equipment including computers, computer applications such as word processing, spreadsheets, and statistical databases.
- English usage, spelling, grammar, and punctuation.
- Principles of business letter writing.

#### **Required Skill in:**

- Performing various administrative duties in support of the City Clerk.
- Working with detailed, complex and sensitive materials and exercise independent judgment, diplomacy and human relations skills.
- Monitoring processes and issuing various special licenses for the City.
- Performing the duties of the City Clerk in the absence of the City Clerk.
- Maintaining official City records.
- Maintaining confidentiality of politically sensitive materials and information.
- Preparing and maintaining a variety of reports and files related to assigned activities.
- Meeting schedules and legal time lines.
- Utilizing personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Interpreting and administering policies and procedures sufficient to administer, discuss, resolve, and explain them.
- Maintaining confidentiality and communicating with tact and diplomacy.
- Communicating effectively verbally and in writing, including public relations and public speaking.

#### **MINIMUM QUALIFICATIONS:**

##### **Education and Experience:**

Associates Degree in Business Administration, Office Management or related field and four years of increasingly responsible office technical or clerical experience that involves heavy customer service and work with records management, Council/Mayoral or other executive level support; preferably within a public agency; OR an equivalent combination of education, training and experience.

**JOB DESCRIPTION**

**Deputy City Clerk**

**Required Licenses or Certifications:**

May be required to obtain Certified Municipal Clerk designation within a specified period of time after hire.

May be required to obtain a Records Management Certification within a specified period of time after hire.

Must be able to successfully complete and pass a background check.

**WORKING CONDITIONS:**

**Environment:**

- Office environment
- Constant interruptions

**Physical Abilities:**

- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Reading and understanding a variety of materials
- Operating a computer keyboard or other office equipment.
- Sitting, standing or otherwise remaining in a stationary position for extended periods of time.
- Bending at the waist, kneeling, crouching, reaching above shoulders and horizontally or otherwise positioning oneself to accomplish tasks.
- Lifting/carrying or otherwise moving or transporting up to 20 lbs.

**Hazards:**

- Contact with dissatisfied or abusive individuals.

Incumbent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Department Head: \_\_\_\_\_

Date: \_\_\_\_\_