

City of South San Francisco  
Human Resources Department

**Deputy City Clerk**  
Class Description

**Definition**

Under supervision, performs a variety of skilled administrative, secretarial, technical, and clerical duties in the City Clerk's office; may perform the duties of the City Clerk on an as needed basis.

**Distinguishing Characteristics**

This classification is distinguished from all other clerical classes in that it is assigned to the Office of the City Clerk and may periodically perform the duties of the City Clerk. The position requires specific well-developed skills related to the Office's activities, procedures, specialized rules, regulations and policies, including the Public Records Act and the Ralph M. Brown Act. This departmental learning period may take several months and must be completed before the end of the probationary period.

Responsibilities include the performance of detailed technical, complex, and specialized office support work, including the public noticing and public records request and maintenance functions, thus requiring the regular use of independent judgment and initiative. The work may include cross-training with one or more positions in the Office of the City Clerk and may also include lead direction of other contract, hourly, or office support staff. This position is distinguished from the Assistant City Clerk position in that the latter has primary customer service and front counter responsibilities in the Office.

**Typical and Important Duties**

1. Performs a variety of specialized secretarial, administrative, technical, and clerical duties to support the City Council in recording and tracking its activities.
2. Responds to questions from callers and visitors to the office, addressing routine matters, and referring more complex matters to the City Clerk.
3. Accepts and processes U.S. Passport applications as needed.
4. Provides Notary Public services for City legal requirements, residents, staff and the general public.
5. Corresponds with Elected Officials, City Staff and Board and Commission members regarding Fair Political Practice Commission filings and maintains records of same.
6. Plans and Facilitates Board and Commission Orientation and Board and Commission Reception.
7. Types material of a sensitive nature, consisting of letters, reports, memoranda, ads, City Council minutes from rough draft, marginal notes, verbal instructions, or machine recordings.
8. Checks reports, records, and other data for accuracy, completeness, and compliance with standard operating procedures.

9. Sets up and maintains complex electronic and paper files, retrieving data and materials, as required.
10. Operates a variety of office machines, including computers, faxes, copy machines, calculators, etc.
11. May serve in the place of the City Clerk at City Council and other meetings; takes meeting minutes via transcription or electronic machines or notes.
12. Maintains a projected agenda of the City Council.
13. Prepares Public Notices for review and certification by the City Clerk.
14. Performs related duties and responsibilities as assigned.

### **Job Related Qualifications**

#### *Knowledge of:*

- Basic organization and function of public agencies, including the role of an elected City Council and City Clerk and appointed boards and commissions.
- Codes, regulations, policies, and procedures related to the City.
- Standard office administrative and secretarial practices and procedures, including the use of standard office equipment.
- Business letter writing and the standard format for reports and correspondence.
- Computer applications related to the work, including word processing, presentation, database, and spreadsheet applications.
- Records management principles and practices.
- Business arithmetic and basic statistical techniques.
- Techniques for dealing effectively with the public and City staff, in person and over the telephone.
- Knowledge of the Public Records and Ralph M. Brown Acts.

#### *Ability to:*

- Provide varied, responsible, and often confidential secretarial and office administrative work requiring the use of independent judgement, tact, and discretion.
- Interpret and implement policies, procedures, and computer applications related to the work.
- Make procedural decisions on matters with minimal direction.
- Analyze and resolve office administrative and procedural problems.
- Compose correspondence and reports independently or from brief instructions.
- Maintain the Office's records management system.
- Make accurate arithmetic and statistical calculations.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use initiative and independent judgment within established policy and procedural guidelines.
- Organize own work, set priorities, meet critical deadlines, and follow-up on assignments with a minimum of direction.
- Represent the City effectively in contacts with representatives of other agencies, City Departments, and the public.
- Establish and maintain cooperative relationships with those contacted in the course of the work.
- Make process improvement changes to streamline procedures.

*Skill in:*

- Word processing and working with a variety of computer applications with sufficient speed and accuracy to perform assigned work.
- Data entry into standard computer format with speed and accuracy sufficient to perform assigned work.
- Rapid note taking and accurate transcription of own notes.

**Experience and Training**

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. Experience in a City Clerk's Office is preferred. A typical way to obtain the knowledge, skills, and abilities would be:

*Experience:* Three years of City Clerk's Office support with increasingly responsible secretarial or clerical experience, with at least one year using a personal computer and one year taking minutes of an on-going committee or group.

*Training:* Equivalent to graduation from high school. Successful completion of one year of business college may be substituted for one year of the secretarial experience.

**Licenses or Certificates**

Possession of the following is required, all of which must be maintained as a condition of employment:

- A valid, appropriate California driver's license and a satisfactory driving record.
- Certification as a Notary Public. (The Deputy City Clerk will be required to obtain and/or maintain certification as a Notary Public).

**Special Requirements**

Essential duties require the following physical skills and work environment:

*Physical Skills:* use standard office equipment, including a computer; sit, stand, walk, and maintain sustained posture in a seated position for prolonged periods of time; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone; and lift boxes, files, and materials of up to 35 pounds.

*Work Environment:* mobility to work in a typical office setting.

*Ability to:* travel to different sites and locations; work protracted and irregular hours; and available for evening meetings.

Approved:	July 2008
Revised Date:	
Former Titles:	
Abolished:	
Bargaining Unit:	Confidential
ADA Review:	2008
DOT:	No
Physical:	No
Status:	Classified/non-exempt
EEOC Category:	EF15, EJ6

Job Code: O

**ADA Documentation of Essential Duties**

1. SDE
2. SDE
3. SAE
4. OAE
5. MAE
6. MAE
7. SDE
8. SDE
9. SDE
10. SDE
11. SAE
12. SDE
13. SDE

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