



Deputy City Clerk

Summary

Perform a full range of highly responsible, confidential, and complex administrative duties in support of the Office of the City Clerk; carry out any of the prescribed duties of California city clerks and of the Petaluma City Clerk's Office in accordance with the Petaluma City Charter and Municipal Code and other applicable law as assigned.

Class Characteristics

General supervision is provided by the City Clerk; responsibilities may include the indirect supervision of support staff.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties:

Oversee the City Council agenda process, including assembling and distributing the council packet.

Oversee the recording of official documents; process council actions in the form of resolutions, ordinances, and proclamations.

Coordinate appointments and assignments of Council members to regional and or county boards, committees, and commissions.

Accept, log, and coordinate all Public Records Act requests with departments; accept, log, and distribute personal appearance subpoenas and subpoenas for records, summons, and complaints.

Attend management team meetings to facilitate the Council's schedule of meetings and calendar and preparation of Council agendas.

Assist in the preparation and execution of municipal elections, including registering voters; advertise formal bids; receive, open, and record the receipt of bids; publish legal notices; distribute campaign disclosure forms and statements of economic interest.

Receive and screen visitors and telephone calls and provide factual information, which may require the interpretation of policies and procedures; research and compile a variety of informational materials from sources both inside and outside the office.

Type drafts and a wide variety of finished documents from stenographic notes, brief instructions, or prior materials; input or retrieve data and/or prepare reports.

Initiate specified correspondence independently for signature by appropriate management, supervisory, or professional staff; review finished materials for completeness, accuracy, format, compliance with policies and procedures, and appropriate English usage.

Organize and maintain various office files, including indexing council actions; follow up on projects, transmit information, and keep informed of unit activities.

Schedule and arrange for meetings; organize work, set priorities, and meet critical deadlines.

Coordinate the retrieval of records as requested and the approval and arrangement for destruction of records; receive, attest, log, and file City agreements and contracts.

Provide notary services; attest and/or acknowledge signatures on various legal documents; record documents in accordance with state and county requirements.

Certify domestic partnership registrations and terminations.

Serve as the City Clerk on a relief basis including attending and recording Council meetings.

Perform related duties as assigned.

Skills/Abilities:

Provide various office administrative assistance to the City Clerk.

Use initiative and independent judgment with established guidelines.

Compose correspondence independently or from brief instructions.

Type at a rate of 50 net words per minute from printed copy.

Organize work, set priorities, meet critical deadlines, and follow up assignments with a minimum of direction.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.

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

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to sit, use the computer keyboard and mouse, use hands to finger, handle, or feel, reach with hands and arms, talk or hear, stand, walk, and stoop, or crouch. Occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires the ability to work in an office environment where the noise level is usually moderate.

Qualifications

Knowledge of:

Standard office administrative and secretarial practices and procedures, including business letter writing.

Record keeping, report preparation, and filing methods.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

Standard business arithmetic.

Basic organization and function of public agencies.

Federal, state, municipal, City, and departmental laws, policies, rules, regulations, and procedures, including those regarding the preparation and retention of records.

Methods and techniques of researching and compiling information.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education:

Equivalent to graduation from high school.

Experience:

Three years of responsible office administrative or secretarial experience. Business or secretarial school training is desirable.

Certifications/Licenses:

Possession of a valid California Class C driver's license.

Possession of a Certified Municipal Clerk's Certificate (CMC) is required within two years of hire.

Additional Requirements:

Must be available to attend meetings outside normal working hours when necessary.

Established: 03/90

Resolution #: 90-147 N.C.S.; 2021-109 N.C.S.

Revised: 06/30/06; 06/21/21

Department: City Clerk

FLSA Status: Non-exempt