CITY OF KENT POSITION DESCRIPTION

Position Inventory Number: AD012
Classification Specification: <u>DEPUTY CITY CLERK</u>
Salary Range: AF25
Position Description: Deputy City Clerk
Incumbent:
Location: Office of the City Clerk

GENERAL PURPOSE:

Under the direction of the City Clerk, this position performs a variety of administrative duties, often with short deadlines, in support of the City Clerk's office with an emphasis on the City's retention program for permanent records; serves as the City Clerk in his/her absence.

Work is characterized by a substantial volume of complex and responsible administrative and technical duties in maintaining the records retention and retrieval system for the City of Kent; provide administrative support and assistance to the City Clerk; assembly and indexing of City Council agendas; may attend City Council meetings, take and transcribe minutes.

Work is performed under general supervision. Supervisor defines objectives, priorities and deadlines; and assists incumbent with unusual situations which do not have clear objectives or precedents. Incumbent plans and carries out assignments and handles problems and deviations in accordance with instructions, policies, procedures and/or accepted practices. Work is evaluated for technical soundness and conformity to practice and policy.

REPRESENTATIVE DUTIES:

Manage records system for City's official public records; assure proper filing and indexing of permanent records within City Clerk's office, such as Council history and descriptive text from documents such as LID covenants, deeds, easements, and other documents; perform data entry and search functions for research.

Maintain the comprehensive computerized filing system for official permanent City records including Council actions, insurance policies, and other documents.

Perform scanning, research, and retrieval functions on document imaging system for all permanent records to include ordinances, resolutions, contracts, council agendas, and council minutes.

Maintain and manage updates of City Code, ordinances, resolutions, amendments and city council minutes.

Assure compliance with a variety of laws, ordinances, and policies governing the retention, release, and dissemination of records in City Clerk's office and Official City documents.

Prepare agenda packets to include public notification and citywide distribution; may attend council meetings, transcribe minutes and assist City Clerk as required.

Assist City Clerk with various duties such as bid calls and openings according to established procedures.

Perform confidential research, research for public requests, and special projects as requested and in a timely manner.

Communicate with City personnel, government agencies, the general public and others to provide and obtain information.

Answer phones and refer callers to other City offices, elected officials or county and state agencies as appropriate.

Provide administrative support to the City Clerk; relieve City Clerk of administrative details with minimum supervision.

Participate in job-related committees, meetings and conferences as assigned.

Operate a variety of office machines and equipment including computer, scanner, transcribing equipment, fax and copier.

Perform the functions of the City Clerk in the Clerk's absence as legally empowered.

Become familiar with, follow, and actively support the vision, mission, values and behavior statements of the department and the City.

PERIPHERAL DUTIES:

Perform related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

- Daily maintenance of complex records and filing systems
- Functions and responsibilities of the City Clerk
- State and local laws related to the retention, release, and dissemination of official records and documents
- Current municipal clerk practices
- Administrative support duties
- Modern office practices, procedures, and equipment
- Oral and written communications skills
- Telephone techniques and etiquette
- Correct usage of English grammar, spelling, punctuation and vocabulary
- City organization, operations, policies, and objectives

SKILLED IN:

- Filing and indexing using complex systems
- Recording public meeting minutes
- Demonstrating interpersonal skills in a tactful, patient and courteous manner
- Correct usage of English grammar, spelling, punctuation and vocabulary

ABILITY TO:

- Perform administrative assistance and secretarial duties in support of the City Clerk
- Maintain complex filing systems
- Assemble, research, report, and record information accurately and concisely
- Communicate effectively both orally and in writing
- Interpret, apply and explain codes, rules, regulations, policies, and procedures
- Type at an acceptable rate of speed
- Take and transcribe dictation at an acceptable rate of speed
- Establish and maintain cooperative, professional and effective working relationships with appointed and elected officials, the public and co-workers
- Plan and organize work
- Meet schedules and time lines
- Work confidentially and with discretion
- Learn and operate job specific computer applications
- Perform current Municipal Clerk practices
- Add, subtract, multiply and divide

EDUCATION AND EXPERIENCE REQUIRED:

Education: Graduation from high school or equivalent, supplemented by training in

Municipal Clerk functions, records management and/or library science; and

Experience: Minimum of two (2) years increasingly responsible administrative support

experience in a City Clerk's office.

Or: In place of the above requirements, the incumbent may have any equivalent

combination of relevant education and experience which would demonstrate

the individual's knowledge, skill and ability to perform the essential duties listed above.

LICENSES AND OTHER REQUIREMENTS:

Certification as a Municipal Clerk preferred

MACHINES, TOOLS AND EQUIPMENT USED:

Typical business office machinery and equipment used include, but are not limited to, personal computer (including spreadsheet and word processing software and automated records management system), printers, telephone, fax and copy machine, calculator, projector and typewriter.

PHYSICAL DEMANDS:

The physical 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 disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk; and hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

WORKING CONDITIONS:

Work is performed in an office environment subject to frequent interruptions by citizens, employees, telephone calls and inter-office activities; may be exposed to individuals who are irate or hostile; and may be required to travel to different sites. The noise level in the work environment is usually moderate. May require long working hours due to the obligation to attend, listen, take and transcribe minutes from all City Council meetings, as directed.

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SIGNATU	JRES:			
Incumbent's Signature		Date	Supervisor's Signature	Date
Approval:				
Departme	nt Director/Designee	Date	Employee Services Director/Des	signee Date
**Note: This document will be reviewed and updated annually at the time of the performance appraisal; when this position becomes vacant; or, if the duties of are changed significantly.				

Revised: 5/19/03