CITY OF PULLMAN, WASHINGTON
CLASS SPECIFICATION

DEPUTY CITY CLERK 1203

GENERAL PURPOSE:
Performs administrative work in support of City Clerk operations, functions and programs.

CLASSIFICATION SUMMARY:
The primary function of an employee in this class is to provide administrative support for all City Clerk functions. The Deputy City Clerk maintains the legislative history of ordinances, resolutions, contracts and other official documents and permanent records of the city. The employee works closely with Mayor and Council to prepare agendas, minutes and follow-up on Council actions and directives. The Deputy City Clerk maintains cemetery records, airport board files and records, and acts as City Clerk in the absence of the Finance Director. Supervision is exercised over the work of the City's central receptionist. Special administrative functions or projects are performed as assigned. Work is performed under the general direction of the Finance Director, but extensive leeway is granted for the exercise of independent judgment and initiative. Work is reviewed based on accomplishments and results achieved.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assigns, directs, coordinates, and evaluates the work of personnel involved in City Clerk functions, including the City phone system.

Prepares and distributes Council agendas and minutes of meetings; prepares special meeting notices, cancellation notices, adjournment notices, etc.; assigns file numbers and subject categories to records for cross-referencing and easy location.

Prepares and maintains ordinances, resolutions, contracts and all other official documents of the City; determines and collects filing fees; prepares documents for publication; maintains the City's official records; maintains and monitors record retention schedule; investigates technological advances to recommend more efficient or space-saving record keeping methods and procedures; maintains the optical storage system.

Maintains cemetery records for five city cemeteries; receives burial information; assists families with burial procedures; issues deeds for purchase of graves; maintain computerized cemetery list; coordinate burial arrangements with cemetery personnel, funeral homes and private individuals; researches ownership of graves as needed.

Maintains filing systems for Airport Board including contracts, leases, agreements, minutes, agendas, affidavits, etc.; maintains agendas, minutes, and other records for the LEOFF Board, Volunteer Fire Board and other City Boards and Commissions; processes paperwork and maintains files for city incident reports, employee accident reports, claims for damages and risk management activities.

Serves as LEOFF Board Secretary, Whitcom Board Secretary, and Whitcom Finance Committee Secretary; conducts research; serves as liaison with other Board members; processes bills; conducts elections for LEOFF representatives.

Distributes voter registration forms; provides precinct and other information to voters.

Performs secretarial and clerical work for the Finance Department; types ordinances, resolutions and general correspondence; assists departments with preliminary budget by typing department narratives; prepares final budget document.

Prepares, processes and maintains business and occupation licenses; responds to licensing requests or questions from the public.

Processes incoming and outgoing mail; documents daily postage charges by department.

Performs a variety of administrative support duties including travel registration and arrangements, purchase supplies, serve as Notary Public, maintain confidential files and information, back-up other finance department and Executive Assistant functions and perform special research projects.

Accepts and processes public records requests for all City departments, except Police and Fire. Conducts research and responds to requests in a timely manner.

Attends work on a regular and dependable basis.

Interacts in a professional and respectful manner with city staff and the public.

OTHER JOB FUNCTIONS:

Performs other tasks as assigned.

SELECTION FACTORS:
(Applicants should describe their previous experience and training for each of the following selection factors. These factors will be the basis for selecting the most qualified applicants to be interviewed. Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed probationary period, and afterwards, for continued employment.)

Knowledge of:
- The operation of microcomputers and skill in the use of word processing, spreadsheet, database, and other software as required;
- State laws, rules and regulations for the development and maintenance of city resolutions, ordinances and codes;
- Modern office principles, practices, and techniques;
- Office supervisory principles and practices;
- The organization, functions, and activities of local government and the department;
- Record management, retention and disposal.

Ability to:
- Read and interpret laws, resolutions, ordinances, code, licensure specifications and contracts;
- Record and transcribe accurate and reliable reports, minutes, and meetings containing legal, engineering, personnel and business terminology;
- Respond politely and professionally to multiple and overlapping request from the public and other departments that conflict with looming deadlines;

- Establish and maintain effective working relationships with supervisor, co-workers, and the public;
- Provide quality services in a cost-effective manner and to recommend improved methods of performing the work;
- Physically perform the essential functions of the job.

MINIMUM QUALIFICATIONS:
(Persons applying for a position of this class should have any combination of the following experience and training.)

Two years experience in a position responsible for filing or records retention; or substituting coursework or training in secretarial science, office practices and procedures, office supervision, or a related area for up to six months of the experience.

TOOLS AND EQUIPMENT USED:

Personal computer, including word processing, spreadsheet, and database programs; typewriter; copy machine; telephone switchboard; 10-key calculator; postage machine; dictation machine; collator; binder.

WORK ENVIRONMENT:
(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Work is performed primarily in an office environment while sitting at a desk or computer terminal or while standing at a counter for extended periods of time. Physical exertion may be required to lift office supplies.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

FLSA Class: Non-Exempt
Adopted: 9/82 Revised: 9/91, 5/94, 6/99, 12/01, 05/07