

City of Lake City, FL

Classification Description

Classification Title: DEPUTY CITY CLERK
Department: CITY CLERK

Pay Grade: ~~11~~ 15
FLSA Status: Non-Exempt

General Description

This is a highly responsible position performing detailed technical and administrative duties. The position requires the ability to receive general direction and work independently to administer the projects assigned. Work is performed under the general direction of the City Clerk.

Nature of Work

Essential Functions:

- Performs the duties of the City Clerk as required in the event of absence or as directed.
- Assist with the preparation and distribution of Council and other public meeting agenda packets.
- Attends, records and transcribes minutes of all public meetings as required.
- Notices and advertises meeting agendas, legal advertisement, notices of public hearings and special meeting as subject to Florida Law.
- Assign and tracks resolution and ordinance numbers, assisting in the process of obtaining fully executed copies of official documents.
- Aids and assists the City Clerk in official proceedings.
- Performs certification as required on legal documents.
- Prepares proclamations, special event letters, memorandums or reports as needed.
- Assists with the administration of the City's Public Records platform, including staff training on Public Records and Sunshine Law.
- Processes and responds to public information requests in compliance with public records laws. Collect funds and post payments for requests as needed.
- Assists with the administration of the City's records management program, including staff training and archival and disposal according to state regulations.
- Assists with the City's historical archives to verify proper cataloging of historical documents to ensure preservation.
- Imaging City documents, indexing and providing quality assurance of images scanned.

DEPUTY CITY CLERK

- Assists with the municipal election (candidate qualifying, intake of campaign treasurer reports and other election duties as assigned).
- Provides customer service function, responds to routine questions or complaints and initiates problem resolution.
- Researches code books, imaging system records, meeting minutes or other resources as needed; prepares timetables for projects.
- Assists in the preparation of the departmental budget.
- Assists in updating the City's website. ~~and Facebook content.~~
- Prepare and process departmental payroll and purchase orders as needed.
- Coordinates, plans and works with the City Attorney as necessary.
- Assists with special projects assigned by the Clerk's office to achieve the City's long and short-term goals.
- Monitors and stays current with technology and practices and related to the City Clerks Office.
- Provides administrative support to the City Clerk, Mayor and City Council.
- Serves as a Notary Public.
- Performs other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform all duties as assigned.)

KNOWLEDGE, SKILLS, AND ABILITIES

Equipment: Uses small office equipment, including copy machines, scanners or multi-line telephone systems. Uses computers for word processing.

Critical Skills/ Expertise: All employees must possess knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks. The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriate groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful, courteous, and professional image when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters and in accordance with policies; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues. Critical skills/expertise identified for this job include:

DEPUTY CITY CLERK

- Must have the ability to perform office duties as expected
- Must have working knowledge of the principles and practices of modern records management techniques, including legal requirements for recording and retention
- Ability to accurately record and maintain records
- Ability to work night hours and varying work schedules
- Ability to meet short City Council and board/committee deadlines
- Knowledge of laws and regulations governing the publishing, filing, indexing and safekeeping of official city documents
- Knowledge of Municipal Codes and Ordinances, City Charter, intergovernmental relationships and general procedures of the city
- Knowledge of Public Records and Sunshine Law
- Knowledge of research methods and techniques
- Ability to communicate effectively, both orally and in writing.
- Ability to conduct research, analyze and present findings in a clear, concise manner
- Ability to meet the public, to understand their questions, and provide clear answers
- Ability to meet successfully with department heads, public officials, employees, and the general public and maintain effective working relationships with these groups
- Ability to prioritize and prepare reports and memos, either as directed, or by own initiative

Minimum Qualifications: Associates degree in Business or Public Administration or related area and a minimum of ~~four (4)~~ five (5) years experience in progressively responsible related governmental/business administrative work. A comparable amount of training, education or experience can be substituted for the minimum qualifications. Certified Municipal Clerk (CMC) designation strongly preferred or the ability to obtain the Certified Municipal Clerk (CMC) designation within three years of employment; Non-certified applicants must be willing to actively pursue certification. Demonstrated computer literacy with standard software packages (e.g., word processors, email, spreadsheet applications, Internet usage, digital records management, and agenda management programs). State of Florida Notary Public Commission required within six months of employment. ~~Must be bondable.~~ Valid Florida Driver's License required at time of employment.

ESSENTIAL PHYSICAL SKILLS

- Acceptable eyesight (with or without correction)
- Ability communicate both orally and in writing
- Ability to access file cabinets for filing and retrieval of data
- Ability to sit at a desk and view a display screen for extended periods of time
- Ability to access input and retrieve information from a computer

Environmental Conditions:

- Works inside in an office environment

DEPUTY CITY CLERK

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of my job.

Name: _____

Date: _____

Signature: _____