

Deputy City Recorder



DEPARTMENT: Administration
DIVISION: City Recorder's Office
SUPERVISOR: Human Resources Coordinator/City Recorder
CLASSIFICATION: Non-Exempt (overtime eligible)
UNION: No
CONFIDENTIAL: Yes

POSITION SUMMARY

Performs a variety of highly responsible and complex clerical, secretarial, and administrative duties; keeps official records; provides support to the Human Resources Coordinator/City Recorder, City Administrator, and staff; and assists in the administration of the standard operating policies and procedures of the City.

SUPERVISION RECEIVED

Works under the general supervision of the Human Resources Coordinator/City Recorder.

SUPERVISION EXERCISED

None generally. May exercise supervision over clerical, temporary, or other staff, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Assists the City Recorder in all aspects of the City Recorder's duties, including back up support in the City Recorder's absence.
- Prepares for City Council meetings by issuing public notices, assembling and distributing meeting packets, and setting up the room.
- ~~Attends City Council work sessions and may attend periodic night meetings, of the City Council,~~ take notes, records, transcribes, and indexes meeting minutes.
- Prepares and tracks documents, ordinances, resolutions, contracts, and prepares backup to reports for the City Administrator.
- Transcribes and maintains index of minutes for City Council and other Boards and Committees.
- Maintains City records in accordance with established policies, including data entry, filing, and records management.
- Responsible for recording and tracking legal documents with the county clerk.
- Maintains indexes to easements, deeds, ordinances, resolutions, contracts/agreements, and local contract exemption orders.
- Monitor and track contract/agreement expiration dates, including insurance expirations.
- Composes, types, and edits a variety of correspondence, reports, memoranda, and other materials requiring judgment as to content, accuracy, and completeness.
- Receives the public and answers questions; responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons.
- Operates listed office machines as required. Calls for maintenance on various City office machines.
- Provides customer assistance, acts as cashier, answers in-coming calls, routes callers, or provides information as required.
- Creates and maintains systems for internal tracking of various programs (i.e. vacant property registration, comment boxes, document tracking, tickler file, etc.)

- Processes social gaming licenses in accordance with the St. Helens Municipal Code.
- Processes animal facility licenses in accordance with the St. Helens Municipal Code.
- Assists in the maintenance of the City's website, including design, maintenance, and troubleshooting.
- Orders supplies ~~for City Hall employees~~ and office equipment when needed.
- Maintains all internal contact sheets, including Boards and Committees list, departments list, and employee contact list.
- Assists with job postings, and recruitment activities, including setting up interviews and notifying applicants. ~~accepts resumes and applications, enters applicant information in job database, and mails letters to applicants upon selection.~~
- Assists with the fulfillment and tracking of Public Records Requests.
- Creates and maintains City public meetings calendar, notifying media and interested parties, and posting to website.
- Administers annual employee driver certification program.
- Assists in proper maintenance, Maintains storage, and destruction of official City records and public documents in accordance with State records retention laws and established City policies.
- Coordinates employee training on Oregon Records Management System (ORMS).
- Assists in planning and preparation of employee recognition events and annual City initiated events.
- Administers "If I Were Mayor..." Student Contest in coordination with the Oregon Mayor's Association.
- Maintain City Hall key inventory list.
- Maintain purchase card receipts and settle payments monthly for City Recorder's Office.
- ~~Maintains the Comcast broadcast schedule.~~
- Distributes Municipal Code updates.
- ~~Titles and renews City-owned vehicle and equipment registrations.~~ Maintains City-owned vehicle and equipment inventory list and collaborates with the City's insurance agent to ensure coverage. Oversees the title and registration of vehicles and equipment with the DMV.
- Other duties as assigned.

PERIPHERAL DUTIES

- Retrieves, opens, and distributes mail in absence of designee.
- Schedules appointments and performs other administrative and clerical duties.
- Acts as backup in the absence of the Communications Officer.
- ~~Acts as backup to the administrator of ProWatch Security software for employee key card access program.~~
- Provides computer assistance to fellow employees, including word processing, spreadsheet, and database software functions.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- Graduation from a high school with specialized course work in general office practices such as typing, filing, dictation, and transcription.
- Three (3) years of related experience; or
- Any equivalent combination of education and progressively responsible experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of computers and applicable computer programs; office practices and procedures; ability to follow complex written and verbal instructions; and
- Ability to perform complex secretarial work requiring considerable exercise of independent judgment, react resourcefully and exercise initiative, as necessary. Ability to work under pressure and/or frequent interruptions; and
- Skill in operation of listed tools and equipment; and
- Ability to accurately record and maintain records; ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials and the public; ability to communicate effectively verbally and in writing; and
- Ability to exercise and maintain discretion and confidentiality on various matters relating to the City and/or City personnel; and
- Ability to type a minimum of 50 words per minute; transcribe minutes from recorded meetings or dictation in a timely and accurate manner.

SPECIAL REQUIREMENTS

- Possession of an International Institute of Municipal Clerks (IIMC) Certified Municipal Clerk (CMC) designation or ability to obtain one within first three years of employment.
- Possession of Notary Public.

TOOLS AND EQUIPMENT USED

Computer (including word processing, spreadsheets, databases, and other related software); printer; typewriter; ten-key calculator; multi-line telephones; dictation, transcription and recording machines; copy machine; postage machine; fax machine; folding machine.

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 frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment, while usually quiet, can at times be noisy and distracting.

EMPLOYEE ACKNOWLEDGMENT

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.

I acknowledge that I have received a copy of the **Deputy City Recorder** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

Signatures:

Deputy City Recorder

Date

Print Name: _____

Human Resources Coordinator/City Recorder

Date