

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Deputy City Clerk

Department: Administration

Pay Grade: 510

FLSA Status: Non-Exempt

Job Code: A117

JOB SUMMARY

The purpose of this classification is to assist the City Clerk in carrying out responsibilities of the City Clerk's Office, to include maintenance of official City records, recording proceedings of official meetings, preparing agendas and meeting minutes, responding to open records requests, assisting with elections, and providing administrative support.

ESSENTIAL JOB FUNCTIONS

- Provides support for meetings of Mayor and City Council and other meetings: assists with preparation of agendas and agenda packets for Mayor and Council meetings; receives agenda information from departments; types/prepares agendas, copies supporting documentation, and assembles/distributes agenda packets; attends meetings to take notes and confirm tape recording of proceedings; makes copies of agendas, ordinances, and resolutions for public review at meetings; answers questions from the public before/after meetings; transcribes meeting minutes from recordings; maintains original copies of approved minutes, resolutions, and ordinances in minute books; distributes meeting minutes, resolutions, and ordinances to appropriate individuals, departments, and agencies.
- Provides support to the City Administrator and Deputy City Administrator.
- Prepares agenda and meeting minutes for Alcoholic Beverage Board Hearings and records meetings.
- Receives, routes, logs and responds to open records requests as required by law.
- Assists in updating Code of Ordinances: makes copies of recently passed ordinances for code book; updates with new ordinances; proofs Code of Ordinances to ensure accuracy;

coordinates arrangements for printing of new code supplements; distributes supplements to appropriate individuals, departments, and agencies.

- Assists in maintaining the City's deed file, agreement file and contract file: receives incoming deeds, agreements and contracts and logs on spreadsheet; prepares files; maintains files in finance department.
- Assists in maintaining membership lists of City board, committee, and advisory committee members: assists in advising Mayor and Council of subsequent term expirations and vacancies.
- Assists in coordinating the City's records management and records retention programs: assists in organizing archive storage unit and off-site storage unit; assists in coordinating destruction of documents in accordance with retention schedules; maintains key to ensure security of archives room and off-site storage unit; controls access to storage/archive areas by logging in/out key issued to authorized individuals.
- Conducts records maintenance activities in compliance with guidelines governing record retention: ensures proper maintenance of records, confidentiality of information, and release of records to authorized individuals in accordance with established guidelines; initiates any actions necessary to correct deviations.
- Performs customer service functions in person, by telephone, by mail, by email, and by fax: provides information to the public regarding public meeting dates, agenda items, meeting minutes, ordinances, resolutions, voting information, procedures, documentation, or other issues; responds to questions/complaints, researches problems, and initiates problem resolution.
- Assists with coordination of City elections: assists with activities involving qualifying candidates, filing of candidate financial disclosure forms, absentee voting, and other related issues.
- Conducts research of Code or Ordinances, Resolutions & Ordinances, Minute Books, official records, electronic data sources, Internet sites, hardcopy materials, or other sources as needed.
- Performs notarization and certification of documents as needed: notarizes contracts, affidavits, and other documentation for City departments and the public; certifies/seals documents for legal department and in support of open records requests.
- Prepares or completes various forms, reports, correspondence, agendas, meeting minutes, resolutions, proclamations, invoices, or other documents.
- Receives various forms, reports, correspondence, meeting documentation, contracts, agreements, deeds, requests for records, records retention schedules, rules of order, parliamentary procedures, policies, procedures, manuals, directories, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Operates a motor vehicle, personal computer, general office equipment, audio/visual equipment, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, e mail, Internet, or other computer programs.
- Communicates with supervisor, City officials, employees, other departments, attorneys, the public, the media, other municipalities, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

- Maintains a comprehensive, current knowledge of applicable laws/regulations: maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.
- Performs general/clerical tasks, which may include answering telephone calls, typing documents, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.
- Provides assistance to other employees or departments as needed.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a High school diploma or GED; supplemented by college level course work or vocational training in business administration or closely related field; supplemented by three (3) years previous experience and/or training that includes secretarial science, legal office work, records management, public interaction, and personal computer operations or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- Possess and maintain valid State of Georgia Municipal Clerk's Certification, and must be able to obtain Clerk Certification as time permits.
- Possess and maintain valid State of Georgia Notary Public certification.
- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Knowledge of principles, practices, and procedures associated with maintenance of official records.
- Knowledge of the requirements of the Georgia Open Records Act, Georgia Records Retention Schedule, and other federal, state, and local laws and ordinances affecting City government; and must be able to learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.
- Ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.
- Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

- Ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
- Ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.
- Ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

PHYSICAL DEMANDS

The work is sedentary to light which requires the ability to exert light physical effort, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate colors or shades of colors, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed with exposure to adverse environmental conditions, such as traffic hazards.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.