

ASSISTANT CITY CLERK

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

To perform a variety of administrative support tasks in the City Clerk's Office; to assume responsibility for maintaining official municipal records, assist in conducting municipal elections and monitoring publication of all official City notices; and to perform a variety of administrative, technical and clerical functions related to assigned area of responsibility.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the City Clerk.

May supervise lower-level staff.

**ESSENTIAL FUNCTION STATEMENTS** *Essential responsibilities and duties may include, but are not limited to, the following:*

**Essential Functions:**

1. Assists the City Clerk in the day-to-day operations of the City Clerk's Office.
- 2- May supervise lower-level staff; oversees all work assigned and completed.
3. Assists in the coordination and preparation of the City Council agenda; identifies agenda items and prepares preliminary agenda; assembles agenda materials and supporting documents in the absence of the City Clerk; oversees the distribution of agenda materials to City Council, staff and the public.
4. Assists with research, development, implementation of departmental programs; monitors departmental goals, objectives and service levels; identifies ways to resolve problems and opportunities to improve services.
5. Oversees and monitors the tasks involved in maintaining official City documents and records including meeting minutes, resolutions, ordinances, contracts, agreements, bonds, deeds, easements, agenda reports and other legal documents.
6. Administers and oversees the current City-wide records management program including on-going maintenance, retention and disposition of records to ensure compliance with federal, state, and local laws.
7. Coordinates, communicates and trains City staff on records management policies, legislation and practices to ensure compliance with Federal, State and local laws; creates manuals and standards for using City-wide records management systems; maintains and updates records retention schedules in compliance with Federal, State and local laws and regulations.
8. Participates in the preparation and administration of the Department budget; communicates with staff to forecast future needs; monitors expenditures; oversees invoice approvals; prepares a variety of financial reports.
9. Assists the City Clerk in planning and conducting municipal elections, process initiatives, referendums and recalls and administration of State campaign and disclosure laws.;

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10. Assumes the responsibilities of the City Clerk in his/her absence, as assigned by the City Manager. Attends City Council meetings, as needed.
11. Oversees the maintenance of the citywide document imaging system, including a database for insuring that insurance requirements are met; a database for public records request; uploads and maintains documents on the City's online public portal for public viewing; and works with IT and/or vendor on any technical problems related to the database.
12. Supervises the processing of Public Records Act requests.
13. Oversees and monitors the filing of Campaign Disclosure Statements and Statements of Economic Interest as required by the Fair Political Practices Commission (FPPC); responding to general inquiries by filers and reviewing forms for completeness when filed.
14. Directs the accurate and timely processing of legal documents such as subpoenas, agreements/contracts, resolutions and ordinances.
15. Assists in administering oaths to new commission, committee and board members.
16. Assists in the processing of administrative contracts/agreements in accordance with established procedures, ensuring that bonds and insurance requirements are met.
17. Responds to inquiries from the public and City staff regarding official records, City Council actions, policies and procedures.
18. Assists in administering formal public bid openings for the City.
19. May provide notary services and attestation on City documents.
20. Performs related duties and responsibilities as required.

**QUALIFICATIONS**

Knowledge of:

- General provisions of the State law relating to the functions of the City Clerk.
- Applicable policies, procedures, laws and regulations pertaining to assigned programs, including the Brown Act, Freedom of Information Act, California Public Records Act, Fair Political Practices Commission Act, California Government Code, and California Elections Code.
- Methods and techniques of record keeping.
- Methods and procedures of data entry.
- Supervisory principles and practices.
- Principles of business letter writing and basic report preparation.
- Modern office procedures, methods and computer equipment.
- English usage, spelling, grammar and punctuation.
- Pertinent records retention and destruction laws, codes and regulations.

Skill in:

- Interpreting and explaining City policies and procedures.
- Recording and transcribing minutes.
- Operating office equipment including a computer.
- Preparing clear and concise reports and communications.

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- Researching, analyzing and evaluating programs.
- Typing at a speed necessary for successful job performance.
- Understanding and following oral and written instructions.
- Communicating clearly and concisely, both orally and in writing.
- Establishing and maintaining effective working relationships with those contacted in the course of work.
- Supervising office staff effectively.
- Coordinating projects, set priorities, meet critical deadlines and follow-up on assignments with minimum direction.
- Handling multiple projects.
- Working independently and demonstrating initiative.
- Providing quality customer service.
- Researching, analyzing and evaluating new program techniques, methods and procedures.
- Assisting in the development and implementation of policies, procedures and internal controls.
- Maintaining confidential information.

**EXPERIENCE AND TRAINING GUIDELINES**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Five years of highly responsible management and administrative experience with a municipality, preferably within a City Clerk's Office.

**Education:**

Equivalent to an Associate's degree in public administration, business administration or a related field. A bachelor's degree is desirable.

**Licenses or Certifications:**

Possession of, or ability to obtain, a valid California driver's license.

Possession of a Certified Municipal Clerk designation is desirable.

Certification as a Notary Public or the ability to obtain such certification within six months of hire.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens.

**Physical Conditions:**

Essential functions require maintaining a physical condition necessary for sitting for prolonged periods of times; visual acuity for reading various City documents; occasionally lift and carry reports and records that typically weigh less than 25 pounds.

Required to attend evening and weekend meetings as directed.