

## CITY OF SAN JUAN CAPISTRANO

### DEPUTY 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 and clerical tasks involved in providing support to the City Clerk's Office; maintains official municipal records and explains election processes and monitoring publication of all official City notices; and to perform a variety of administrative and clerical functions related to assigned area of responsibility.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the City Clerk.

Exercises functional and technical supervision over lower level staff.

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

#### **Essential Functions:**

1. Responsible for the day to day operation of the City's records management system including transfer of files to off-site storage and coordination of annual file purging; maintains master file and destruction lists and updates the records retention schedule; assists other City departments with records management; ensures compliance with legal guidelines.
2. Receives and monitors contracts; verifies compliance with appropriate requirements; inputs data into the computer; tracks renewals; receives and checks insurance documents; sends out renewal notices; maintains and distributes the non-pay and non-compliance lists; releases compliant agreements; maintains list of contractors and insurance documentation.
3. Prepares and distributes City Council and Redevelopment Agency agendas; assembles agenda packets; assists in preparing minutes; finalizes, processes, and tracks legislation history; acknowledges and finalizes records to be sent to Recorder's Officer.
4. Maintains logs of Public Records Requests; distributes requests to appropriate departments; tracks responses and follows up to maintain deadlines; coordinates reproduction of large requests; calculates and collects reproduction fees.
5. Posts, publishes and distributes notices for special meetings, public hearings, bids and openings; ensures compliance with legal guidelines; tracks required publications per administrative policies.
6. Assists with all election activities; maintains, logs and tracks election documents; maintains election tally and reporting systems; registers voters.
7. Types, proofreads and processes a variety of documents and forms including general correspondence, reports and memoranda.

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8. Oversees and reviews the work of clerical staff; monitors workload; provides training as necessary; supervises day-to-day activities of division secretary.
9. Answers the telephone and assists the general public; researches, copies and provides information to the public.
10. Updates City Website as requested; maintains calendar of events; assists City staff as requested with updates.
11. Acts as City Clerk when needed.
12. Maintains responsibility for day to day management of all City files, agreements, contracts, deeds, resolutions, minutes and ordinances.
13. Performs related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Methods and techniques of record keeping.  
Methods and procedures of data entry.  
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.  
Taking and transcribing minutes.  
Operating office equipment including a computer.  
Complying with all posting and publication guidelines.  
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.

**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:**

Two years of experience providing support to a Council, Board, Commission, or other body which involved office and records management and developing agendas.

**Training:**

Equivalent to the completion of the twelfth grade supplemented by college level course work in business administration or a related field.

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**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