



Office of Human Resources
Council Clerk - YA2304
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General Statement of Duties

Provides advanced and specialized administrative, analytical and secretarial support for City Council and functions as the city's parliamentarian.

Distinguishing Characteristics

This class performs high level and specialized administrative and analytical support for City Council. It functions as the City's parliamentarian. It functions as the database administrator for the ordinance, proclamation, and resolution tracing system. This class is distinguished from the Council Deputy Clerk, who performs professional level administrative work supporting the City Council, The Executive Director, and Legislative services staff on the day to day operations of the City Council office.

The Council Deputy Clerk is distinguished from the City Council Aide series, which provides administrative and/or professional support to city council members by managing administrative functions within Council members' district offices, responding to and resolving constituent problems and inquiries, and providing guidance and advice to Council members.

Level of Supervision Exercised

None

Essential Duties

Staffs regular sessions of City Council. Prepares, in consultation with appropriate members, agendas, committee review sheets, meeting schedules of the Council and Committees. To attend such meetings and prepare minutes for approval other than where such duties have been delegated to another employee. Introduces, resolutions, and proposed bills during Council meetings. Calls the roll and records votes. Provides guidance to Council members on parliamentary procedures and Council Rules of Procedure.

Reviews and edits descriptions of consent agenda items, council bills, committee agenda items, committee summaries, amendments, motions, notices and instructions to Council members

Creates resource documents including committee assignment lists, roll call sheets, glossary of acronyms and abbreviations, index of motions, reference sheets, calendars and others at the request of Council.

Receives correspondence and documents on behalf of the Council and addresses correspondence(s) or documents and/or bring such items to the attention of the Council. Issues correspondence as a result of instructions or established policies relating to such.

Inputs information include i.e. legislative bills into the legislative software system(s) Researches and provides responses to inquiries from Council members, Executive Director, Legislative Analysts and the public. Functions as the Procurement Card (P-Card) reallocator for Legislative Services and/or City Council as-a-whole

Serves as the Records Coordinator for City Council/Legislative Services.

Processes legal protests filed with City Council pertaining to zoning matters. Prepares agenda language and instructions for Council members.

Responds to inquiries from citizens and the media pertaining to Council history and status of Council bills, public hearing procedures, Council rules and regulations.

Performs other duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Customer Service – Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services

Information Management - Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.

Oral Communication – Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Reading – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Writing – Writes in a clear, concise, organized, and convincing manner for the intended audience.

Knowledge & Skills

Knowledge of arithmetic sufficient to be able to perform a variety of calculations.

Knowledge of policies, procedures, rules, and laws relative to the specified area.

Knowledge of standard office practice and procedures sufficient to be able to process various types of paperwork associated with office support duties.

Skill in facilitating highly confidential matters related to the agency or departmental policy.

Skill in utilizing computer software to accomplish a variety of tasks.

Education Requirement

Bachelor's Degree in Business or a related field.

Experience Requirement

Three (3) years of administrative/secretarial experience which must include one year of experience at the type and level of an Executive Assistant II.

Education & Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements, except for the one year of experience at the type and level of Executive Assistant II.

Licensure & Certification

None

Working Environment

Pressure due to multiple calls and inquiries.
Subject to many interruptions.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Sitting: remaining in the normal seated position.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Near Acuity: ability to see clearly at 20 inches or less.

Depth Perception: ability to judge distances and space relationships.

Field of Vision: ability to see peripherally.

Color Vision: ability to distinguish and identify different colors.

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

Background Check Requirement

Criminal Check
Employment Verification
Education Check

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: A-808

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: