General Statement of Duties
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.

Distinguishing Characteristics
The Council Deputy Clerk’s distinguished from the Staff Assistant, which performs paraprofessional level work to execute components of a specific administrative function(s) in the operations of an organization.

The Council Deputy Clerk is also distinguished from the Council Clerk, which provides advanced and specialized administrative, analytical, and secretarial support for City Council. The Council Clerk also functions as the City’s parliamentarian. The main focus of Council Clerk is to provide support to City Council members before and during regular sessions of City Council, whereas, the Legislative Assistant provides administrative and professional support to the day-to-day operations of City Council.

Finally, 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.

Guidelines, Difficulty and Decision-Making Level
Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place, and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices, or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received & Quality Review
Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communication & Purpose
Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, and gathered and discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised
None
**Essential Duties**

Staffs committee meetings of City Council. Assists in the preparation of agendas, committee review sheets, meeting schedules and minutes. Calls the roll and records votes. Maintains written records of meetings. Provides guidance to Council members on parliamentary procedures and Council rules.

Assists as the first point of contact for visitors to City Council offices; answers phone calls to Legislative Services and provides assistance to callers relative to Council’s legislative proceedings.

Provides staff, visitors, and constituents with general information on City Council processes and procedures; by assessing the needs of the constituent,

Assists with the review of meeting agendas and with the preparation of legislative packets; assists during meetings with research and retrieval legislative records; serves as an alternate to the Council Clerk in his/her absence.

Researches and compiles data maintained within the legislative software system(s), prepares documents and reports, and briefs staff members and users as appropriate.

Provides administrative support to the City Council director and staff, which includes: scheduling conference rooms, serving as a liaison with Facilities Management and Technology Services for all work orders, maintaining office equipment, and distributing departmental mail.

Processes legal protests filed with City Council pertaining to zoning matters.

Performs other related 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.

Interpersonal Skills – Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Problem Solving - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

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**

Skill in analyzing current operations, policies and procedures and assisting in implementing change.
Skill in maintaining and organizing departmental records, reports and files, including developing and maintaining databases and spreadsheets.

Skill in researching and analyzing information related to the work assignment.

**Education Requirement**

Bachelor's degree in Public Administration, Business Administration, Public Relations, or a related field.

**Experience Requirement**

Two (2) years of experience performing paraprofessional level work executing components of a specific administrative function(s) in the operations of an organization.

**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.

**Licensure & Certification**

None

**Working Environment**

Occasional 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.):

- Balancing: Maintaining body equilibrium to prevent falling over.
- Carrying: Transporting an object, usually by hand, arm, or shoulder.
- Eye/Hand/Foot Coordination: Performing work through using two or more.
- Fingering: Picking, pinching, or otherwise working with fingers.
- Handling: Seizing, holding grasping, or otherwise working with hand(s).
- Hearing: Perceiving the nature of sounds by the ear.
- Vision: Ability to adjust vision to bring objects into focus.
- Near Acuity: Ability to see clearly at 20 inches or less.
- Reaching: Extending the hand(s) and arm(s) in any direction.
- Repetitive Motions: Making frequent movements with a part of the body.
- Sitting: Remaining in the normal seated position.
- Talking: Expressing or exchanging ideas by means or spoken words.
- 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

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<tr>
<th>Assessment Requirement</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Probation Period</th>
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<tr>
<td>Six (6) months.</td>
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<table>
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<tr>
<td>Pay Grade: A-807</td>
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<tr>
<td>FLSA Code: Y</td>
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<tr>
<td>Management Level: 10</td>
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<tr>
<td>Established Date: 5/25/2018</td>
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<tr>
<td>Established By: Lori Schumann</td>
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