



## Office of Human Resources Council Deputy Clerk - YA2389

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### 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 is distinguished from the Staff Assistant, which performs professional support 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.

### 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.

**Level of Supervision Exercised**

None

**Education Requirement**

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

**Experience Requirement**

Two (2) years of experience performing professional support 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 equilibrium.

Carrying: Transporting or moving an object.

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Fingering: Picking and pinching, through use of fingers or otherwise.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Lifting: Moving objects weighing no more than 10 pounds from one level to another.

Reaching: Extending the hands and arms or other device in any direction.

Repetitive motions: Making frequent or continuous movements.

Sitting: Remaining in a stationary position.

Talking: Communicating ideas or exchanging information.

Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

Vision: Ability to perceive animal behavior, comprehend signs, and detect color.

### Background Check Requirement

Criminal Check

Employment Verification

Education Check

### Assessment Requirement

None

### Probation Period

Six (6) months.

### Class Detail

**Pay Grade: A-807**

**FLSA Code: Y**

**Established Date: 5/25/2018**

**Established By: LS**

**Revised Date: 9/23/2018**

**Revised By: BM**

**Class History:** 09/23/18 – Title change from Legislative Assistant to Council Deputy Clerk and revised job specification.