

CITY OF FOLSOM

CITY CLERK TECHNICIAN I/II

DEFINITION

Under general supervision, perform a variety of responsible, specialized and technical clerical support activities for the City Clerk Department; and accumulate, maintain, and protect official city documents and records.

DISTINGUISHING CHARACTERISTICS

The City Clerk Technician provides administrative and clerical support to the City Clerk, and other department office staff. This classification differs from other City clerical job classes by specialized office support duties that require thorough knowledge of policies and procedures pertaining to matters before the City Council, such as Council agendas, resolutions, ordinances and records management.

The City Clerk Technician I is the entry-level in this class performing routine office support assignments in the department while learning departmental policies and procedures, and City procedures. Work is performed under close supervision and incumbents receive general instructions and requirements explained in detail in the preparation of official records and documents. This position is not expected to function with the same amount of knowledge or skill level as a City Clerk Technician II.

City Clerk Technician II is the full journey-level class performing the full range of responsible and complex clerical support duties assigned that requires specialized knowledge in official records and documents, department policies and procedures, and general knowledge of City procedures. Assigned duties are performed with greater independence, discretion, and judgment.

Positions in this class are flexibly staffed and at the discretion of the City Clerk, incumbents may be advanced to the "II" level based on demonstrated proficiency in performing assigned functions.

The City Clerk Technician I/II classification is distinguished from the Assistant City Clerk in that the former performs specialized office support duties that require thorough knowledge of policies and procedures pertaining to matters before the City Council such as Council agendas, resolutions, ordinances, and records management. The Assistant City Clerk class is distinguished from City Clerk Technician I/II in that the former performs the more highly complex functions and executes higher level tasks and projects and assists in the planning, organization and supervision of the department. The Assistant City Clerk may also oversee the work of lower level personnel.

EXAMPLES OF ESSENTIAL DUTIES

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.

- Provide assistance and clerical support to the City Clerk in the day-to-day operations of the department.
- Assist in the records management program, including performing complex records maintenance.

- Assist in the execution and archiving of legal records, including contracts, agreements, deeds, and recording documents with the County Recorder.
- Assist in agenda preparation, including LegisStream, agendas, agenda packets, and public hearing notices.
- Prepare for signature approved legislative items, including resolutions, ordinances, and minutes.
- Assist in the scheduling, publishing, and posting of legal notices.
- Assist in the maintenance of the departmental web page.
- Prepare reports from records management program.
- Perform research and work on special projects.
- Provide assistance in processing claims presented against the City.
- Provide Notary service to all city departments.
- Assist in the preparation of notices associated with the Fair Political Practices Commission, including annual, leaving, and assuming office statements.
- Assist the City Clerk in the coordination of city elections.
- Respond to inquiries from the public by letter, telephone, and in person regarding City Council actions and records.
- Proofread reports, forms, and other typed material for mathematical, grammatical, and procedural accuracy.
- Create, organize, maintain, purge, and file documents, and correspondence pursuant to state and city file retention and destruction policies.
- Produce documents such as letters, memoranda, agendas, agreements, reports, ordinances, resolutions, forms, records, court documents, and other correspondence for the City Clerk.
- Monitor office expenditures, process check requests, credit card statements, and records request fees.
- Process mail. Order and maintain office supplies.
- Process and maintain department timesheets.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

NOTE: The level and scope of the following knowledge and abilities are related to duties listed under the “Examples of Essential Duties” section of this specification.

Knowledge of:

- Business letter writing and basic report preparation.
- English grammar, spelling, vocabulary, and punctuation.
- Principles of records management.
- Principles of Public Records Act requirements.
- Principles of Brown Act requirements.
- Working knowledge of city government and its organization.
- Working knowledge of activities and responsibilities of a City Clerk’s department.
- Principles of Fair Political Practice Commission filing requirements.
- Modern office procedures, methods, and computer equipment.
- Common word processing, spreadsheet, and database software; specialized software commonly used in a City Clerk’s office.
- Record keeping principles and procedures.
- Calendaring, filing methods, editing, and proofreading.
- English, spelling, grammar, vocabulary, punctuation, and basic math.

Ability to:

- Maintain confidentiality of all project assignments and city issues.
- Perform difficult and responsible administrative support work efficiently and accurately in a fast paced environment.
- Work independently and exercise good judgment
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments with a minimum of supervision.
- Learn to organize and maintain accurate and complex records management and records retention system.
- Read and understand the City Municipal Code and City Charter.
- Analyze situations and adopt effective courses of action.
- Interpret and apply departmental policies and procedures.
- Type at a speed necessary for successful job performance.
- Effectively communicate verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work including co-workers, elected officials and members of the public.
- Make basic mathematical calculations
- Prepare clear and concise written reports and correspondence.
- Operate standard office equipment including a computer and applicable word processing, spreadsheet, specialized and standard database software.

Minimum Qualifications:

City Clerk Technician Level I:

Education:

Graduation from high school or equivalent.

Experience:

Two (2) years of full-time, increasingly responsible clerical experience, preferably working in a public agency.

City Clerk Technician Level II:

Education:

Graduation from high school or equivalent.

Experience:

Three (3) years of full-time, increasingly responsible clerical experience, preferably working in a public agency.

License, Certificate, Registration Requirements:

- Some positions may require the possession of, or the ability to obtain and retain, a California Class C driver license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.
- Possession of a Notary commission issued by the California Secretary of State may be required within six months of appointment.

Physical Requirements:

Work is performed in a typical office environment. (1) Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting. (2) Lifting: frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise.

Other Requirements:

Must be willing to attend meetings outside of normal working hours.

Information Block

Class Code:

FLSA Status:

Established:

Revised:

Retitled:

Workers Compensation Code

Bargaining Unit: