CITY OF FOLSOM

ASSISTANT CITY CLERK

DEFINITION

Under general supervision, perform a variety of complex and responsible clerical functions for the City Clerk Department; and accumulate, maintain, and protect official city documents and records. Incumbents may oversee, monitor, and/or direct the work of lower level personnel.

DISTINGUISHING CHARACTERISTICS

The Assistant City Clerk classification is distinguished from the Office Assistant series and the Administrative and Executive Assistant classes 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 the Legal Assistant classification in that the latter requires specialized knowledge of legal terminology, procedures, and formats commonly used in a legal office environment.

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.

- Assist the City Clerk in the day-to-day operations of the department.
- Assist in the planning, organizing, and supervision of the records management program, including performing complex records maintenance.
- Administer execution and archiving of legal records, including contracts, agreements, deeds, and recording documents with County Recorder.
- Assist in the planning, organizing, and supervising of 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 composing, scheduling, publishing, and posting of legal notices.
- Assist in the maintenance of the departmental web page.
- Prepare reports from records management program.
- Research and compose Proclamations and Resolutions of Commendation.
- Serve as Administrative Hearing Clerk for Code Enforcement (CE) program.
- Develop departmental and informational brochures.
- Perform research and work on special projects.
- Provide assistance in processing claims presented against the City.
- Provide Notary service to all city departments.
- Attend City Council meetings.

- Assist in the preparation of notices associated with the Fair Political Practices Commission, including annual, leaving, and assuming office statements.
- Assist with scheduling for the Mayor and City Council Members.
- Process appeals from the Planning Commission/Historic District Commission.
- Act in the absence of the City Clerk on specific duties as assigned.
- Assist the City Clerk in the planning and 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 adequacy.
- Oversee, monitor, and/or direct the work of lower level personnel.
- · 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.
- Public Records Act requirements.
- Brown Act requirements.
- Working knowledge of city government and its organization.
- Working knowledge of activities and responsibilities of a city clerk's department.
- 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.

Ability to:

- Organize work, set priorities, meet critical deadlines, and follow-up on assignments with a minimum of supervision.
- Maintain accurate records and files.
- Provide responsible clerical and technical support to the City Clerk.
- Maintain complex records management and records retention system.
- Read, understand, and learn the City Municipal Code and City Charter.
- Type at a speed necessary for successful job performance.
- Analyze situations and adopt effective courses of action.
- Interpret and apply departmental policies and procedures.
- Effectively communicate verbally and in writing.
- Oversee, monitor, and direct the work of lower level personnel.
- Establish and maintain effective working relationships with those contacted in the course of work.

Minimum Qualifications:

Education:

Equivalent to the completion of the twelfth (12) grade.

Experience:

Four (4) years of full-time, increasingly responsible clerical experience 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 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: