



CIVIL DIVISION  
CLASS SPECIFICATION

**Deputy City Clerk**

DATE ADOPTED: 08/01/00

LAST REVISION: 11/28/23

Page 1 of 2

**DISTINGUISHING FEATURES OF THE CLASS:**

This position assists the City Clerk by assuming responsibility for clerical duties and fills in for the Registrar of Vital Statistics. Work is carried out in accordance with established procedures with detailed instructions given for new or difficult procedures. Work is performed under the general supervision of the City Clerk and is reviewed by checks of completed work or spot checks of work in progress.

**TYPICAL WORK ACTIVITIES:**

The following is indicative of the level and types of activities performed by positions in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Answers telephone and assists the public with general information;
2. Types, prepares and issues all permits and licenses, i.e. peddler, fishing, dog, and hunting;
3. Issues and provides vital records as needed for the public, facilitating corrections as needed;
4. Responds to FOIL requests;
5. May attend Council Meetings and certify resolutions;
6. Assists dog warden with incoming calls, vouchers and paperwork; prepares memos and tracks hours;
7. Collects fees, runs monthly reports and distributes monies to proper agencies;
8. Assists the City Clerk as the City's custodian of records, the Records Access Officer, and receives all the documents filed with the City as well as files such reports, records, oaths, documents and instruments as required to be filed by the law;
9. Assists the City Clerk in giving notice of all City Council meetings to member and the public, and shall be the custodian of the journal of its proceedings;
10. Administers or obtains and upholds oaths of office for elected or appointed officials.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of office terminology, procedures and equipment;

Knowledge of business English and arithmetic;

Ability to compose routine correspondence;

Ability to operate a keyboard at not less than 35 per words per minute;

Ability to understand, remember and interpret numerous laws, rules, and regulations pertinent to the activities of the department;

Ability to maintain confidentiality and exercise discretion in regard to the activities of the office;

Ability to maintain neat and legible records;

Ability to understand and carry out complex oral and written directions;

Ability to learn the use of electronic data processing equipment;

Ability to perform complex arithmetic operations accurately and quickly;

Ability to prepare reports;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.



**CIVIL DIVISION  
CLASS SPECIFICATION**

**Deputy City Clerk**

DATE ADOPTED: 08/01/00

LAST REVISION: 11/28/23

Page 2 of 2

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma **AND:**

EITHER: (A) Completion of two (2) years of college or business school or secretarial school and one (1) year of full-time clerical work experience which included the performance of skilled keyboarding duties;

OR: (B) Three (3) years of the work experience described in (A) above;

OR: (C) An equivalent combination of training and experience as indicated in (A) and (B) above.

**SPECIAL REQUIREMENTS:**

Notary license must be obtained within 6 months of permanent appointment.

**CIVIL DIVISION USE ONLY:**

**JURISDICTIONAL CLASSIFICATION: Competitive**

**REVISION HISTORY: 08/01/00 12/18/18 11/28/23**