

DEPUTY CITY CHAMBERLAIN

DISTINGUISHING FEATURES OF THE CLASS:

This position assists the City Chamberlain by assuming responsibility for clerical duties and fills in for the City Chamberlain and the Registrar of Vital Statistics as needed. 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 Chamberlain and is reviewed by checks of completed work or spot checks of work in progress.

TYPICAL WORK ACTIVITIES:

1. Answers telephone and gives out routine information;
2. Issues permits and licenses;
3. Types and sends local laws to State;
4. Responsible for setting up and maintaining dog enumeration system;
5. Counts and cashes out receipts of day at closing time;
6. Helps prepare agenda for Common Council meetings;
7. Types all correspondence for City Chamberlain;
8. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office terminology, procedures and equipment; thorough 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; resourcefulness; initiative; patience; tact and courtesy; physical condition commensurate with the demands of the position.

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.

AM2301

ADOPTED: 07/03/95

REVISED: 07/11/01