

CITY OF RIO COMMUNITIES

JOB DESCRIPTION

Position: Deputy Clerk

Status: Non-Exempt

Class Characteristics:

The Deputy City Clerk is a single position class responsible for assisting the Municipal Clerk in administration of the Municipal Clerk Department operations. As experience is gained, assignments will become more varied and provide an opportunity to learn the various functions of the Municipal Clerk Department. It is distinguished from the Municipal Clerk, in that the Municipal Clerk is primarily responsible for the day-to-day management of the operations and supervision of staff as well in that the Municipal Clerk has overall responsibility for the department. The incumbent is accountable for accomplishing goals and objectives for the office and for furthering City goals and objectives within general policy guidelines.

This position will require general supervision, serves as principal assistant to the Municipal Clerk; as necessary provides general administrative often of a confidential nature to the City Manager. Responsibilities include assisting in the organization of City Council and other public meetings; assisting in the conduct of municipal elections; preparations, recording, filing, and retrieval of documents and records; serving as acting Municipal Clerk in the latter's absence.

The successful candidate must have high energy, be willing to learn, and the ability to achieve high standards of customer service. This position requires working directly with elected officials, the general public and other staff and volunteers. This position often deals with irate customers. The applicant must have the ability to mitigate disputes.

Typical Functions:

- Performs general routine clerical duties to include answering phones, typing, filing, and knowledge of computer software such as Word, Excel, Access, Power Point, Outlook, and Publisher;
- Performs follow-up activities resulting from Council meetings;
- Work with staff, the general public, and elected officials providing a high level of administrative support;
- Recommend and coordinate the development and maintenance of computerized applications and systems;
- Maintain the centralized records management system, archives, and records retention;
- Research public records and provide information to the public and staff members concerning City Council actions, laws, ordinances, codes, procedures and projects; independently compose response to requests for information.
- Index, process, copy, file and certify copies of ordinances, resolutions, official minutes and other public records; maintain and update Municipal Code books.
- In the absence of the Municipal Clerk, perform the Municipal Clerk duties, such as attend meetings, write agenda reports, take and prepare minutes.
- Assist the Municipal Clerk in the administration and conduct of municipal elections.
- Provides Notary public service for City legal requirements, residents, staff and the general public.
- Ability to work well with the public; ability to communicate effectively orally and in writing with public, other employees and elected officials. Must be able to handle situations involving conflict with tact and good judgment;

- Issue various permits and licenses, such as building permits or dog licenses, and collect appropriate fees.

Non-Essential Duties:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Minimum Qualifications:

- High school diploma and (5) years of increasingly responsible secretarial experience with varied clerical, public contact.
- Thorough knowledge of clerical duties and knowledge of office equipment, to include microcomputer software applications (Word, Excel, Access)
- Ability to obtain certification as a Certified Municipal Clerk (CMC) after three years.
- Able to perform work functions with general or little supervision.
- The Deputy Clerk shall be bondable and able to become a Notary Public.
- The Deputy Clerk shall have immediate knowledge of the NM Open Meetings Act and Inspection of Public Records Act and Freedom of Information Act. A working knowledge of Robert's Rules of Order is of benefit.
- An equivalent combination of education and experience.
- Good oral and written communication skills.

Supervision:

Duties are performed under the direct day to day supervision and administration of the Municipal Clerk and City Manager. Independence of action is stressed in general performance of duties. The Deputy Clerk serves at the pleasure of the City Manager and Municipal Clerk and shall be, subject to the terms of the City of Rio Communities Personnel Policy.

Physical Demands:

While performing the duties of this position, the employee will be working mainly indoors. The employee may be subject to complaints that could involve disgruntled citizens or situations where bodily injury could take place. The employee is required to communicate both orally and in writing. Employee must be able to reach and manipulate objects, tools, or controls, drive, type, and lift up to 20 pounds.

Pre-Employment Requirements:

Must be able to successfully pass a drug screen and background check.

Compensation Type: Hourly based on 20 hour week, paid every two weeks.

Exemption Status: Non-Exempt at will employee.

Salary:

Starting wage or salary is negotiable within established wage range depending on qualifications, education and training in related fields. Compensation is determined yearly by budgetary process. The Deputy Clerk shall receive the compensation as allowed by the City of Rio Communities Classification and Pay Plan as adopted by the governing body and as amended by said body from time to time or as set in the city budget from time to time.