



JOB DESCRIPTION

Assistant City Clerk

Date Prepared: August, 2013

SUMMARY: Under limited supervision, supports the City Clerk and the Risk Manager in the performance of work activities and serves as the City Clerk in his/her absence.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Serve as assistant to the Risk Manager; accept service of claims against the City as well as summons and complaints; forward claims to the Risk Manager for review; route claims to conduct investigations; create claim file, log in, and assign claim number; prepare agenda item to the City Council; serve as a liaison to the departments regarding the gathering of information needed to defend cases.
- Provide administrative support to the City Clerk by responding to public inquiries, coordinating the preparation of the agenda packets, and supporting documentation.
- Assist with election activities, the administration of State campaign disclosure and conflict of interest laws.
- Assist in providing support to the Mayor and the City Council.
- Attend City Council meetings as requested.
- Receive approved contracts from various departments; ensure contracts are complete and have approved insurance certificates; contract tracking numbers; route contracts for signatures.
- Receive phone reports from citizens regarding various incidents; prepare claim releases.
- Coordinate and oversee the scheduling of conference rooms at City Hall.
- Process the City's property insurance annual renewal; forward information to the City's insurance carrier.
- Provide backup to the reception desk.
- Serve as the City Manager's Safety Committee representative.
- Maintain confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Associate Degree in Business Administration or a closely related field; AND four years of experience within a City Manager/City Clerk Office AND five years of experience as a legal secretary; OR an equivalent combination of education, training, and experience.

Knowledge of:

- City municipal codes, policies and procedures.
- State of California Ralph M. Brown Act.
- State of California Public Records Act.
- State of California Elections Code.
- State of California Government Code.
- State of California Political Reform Act.
- Principles and practices of effective employee supervision.
- Principles and practices of records management and reporting.
- Record keeping and file maintenance principles and procedures.

Skill in:

- Using initiative, discretion and judgment within established procedures, guidelines, and rules.
- Defining problems; establishing facts and drawing valid conclusions.
- Providing efficient customer service.
- Establishing and maintaining cooperative working relationships with Mayor, City Council, department heads, managers, supervisors, external public and private agencies and the general public.
- Communicating effectively, both verbally and in writing.
- Operating a personal computer and various software applications.

LICENSE AND CERTIFICATION REQUIREMENTS:

Must possess a minimum of a valid California Class "C" driver's license upon hire and maintain throughout the length of employment with the City of Victorville.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in an office environment. May be exposed to extreme temperatures and dusty conditions. Incumbent shall be exposed to those conditions normally encountered in a business office environment. Physical demands are light, consisting primarily of sitting, standing, and walking, and carrying moderately heavy boxes up to 50 pounds, and/or utilizing a hand dolly. Incumbent must be able to see and hear in the normal range, with or without correction, and communicate verbally and in written form with great facility and must be able to be understood. Incumbent must have the stamina to work long hours and overtime, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

Department Head Approval

Date

Personnel Officer Approval

Date