



JOB DESCRIPTION

Deputy City Clerk

Date Prepared: August, 2014

SUMMARY: Under limited supervision, supports the City Clerk in the performance of work activities and serves in the absence of the City Clerk. Work responsibilities extend to providing administrative support to the Risk Management Division.

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:*

- Provide administrative support to the City Clerk; provide information and related policies to the general public; respond to public inquiries and resolve complaints; assist in bid openings; coordinate the preparation of agenda packets; assemble agenda materials and supporting documents; arrange for the distribution of agenda materials.
- Provide information to City staff, elected officials, general public, and external agencies regarding various matters and issues; compose correspondence in response to information requests.
- Coordinate the posting, publication, and distribution of notices for meetings, hearings and committee vacancies.
- Attend City Council meetings; record and communicate legislative actions and proceedings, ordinances, resolutions, and minutes.
- Represent the City Clerk in various internal and external meetings.
- Witness and attest to signatures on legal documents; certify documents; sign and verify identifications; accept service of claims against the City, requests for public records, subpoenas, and summons against the City; may administer the Oath of Office.
- Assist the City Clerk with election activities; assist in the administration of state campaign disclosure and conflict of interest laws; serve in the absence of the City Clerk.
- 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.
- Process mail; maintain claim files from receipt of claim through closure; maintain a diary system to pull files; receive attorney billings; log billings, prepare for payment and distribute billings; order settlement checks; and forward checks to attorney.
- Initiate a subrogation demand against an insurance company or private party.
- 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.
- Coordinate signatures and prepare official documents for recordation; track, monitor, and logs documents.

- 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 two 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 Reforms Act.
- Principles and practices of records management and reporting.
- Record keeping and file maintenance principles and procedures.
- Risk management processes, including claims processing against a public agency.

Skill in:

- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Interpreting and applying City, state, and federal codes, laws and regulations regarding public records administration or elections processes.
- Providing efficient customer service.
- Communicating effectively, both verbally and in writing.
- Operating a personal computer and various software applications.
- Establishing and maintaining cooperative working relationships with City Council, City Manager, department heads, managers, supervisors, external public and private agencies and the general public; applying safe work practices.

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