

## **DEPUTY CITY CLERK (CLERK-TYPIST II)**

### **SUMMARY**

The Deputy City Clerk assists the City Clerk in planning, organizing, and coordinating all aspects of the City Clerk's office and the Finance office as assigned. Performs a wide variety of technical, highly responsible, and specialized administrative duties including conducting City elections; maintaining and managing Citywide municipal records program; reporting on and maintaining actions of the City Commission; maintaining and updating City Code; and performing related duties as required.

### **SUPERVISION RECEIVED**

Work is performed under the supervision of the City Clerk, or other department heads as assigned by the City Clerk.

### **SUPERVISORY RESPONSIBILITIES**

None.

### **RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS**

Duties include, but are not limited to the following:

1. Assists in performance of duties of both the Finance and Clerk's offices, including accounting, tax, and utility billing.
2. Using excellent customer service skills establishes and maintains effective working relationships with other employees, officials, and all members of the general public.
3. Maintains the Voter Registration file, per the State of Michigan Bureau of Elections.
4. Assists in both the preparation for and the implementation of all elections held within the City of St. Joseph.
5. Assists in preparation of notices of meetings for posting and publication pursuant to the Open Meetings Act.
6. Maintains all permanent records of cemeteries, including burial rights certificates and burial records.
7. Reviews applications and issues permits and licenses and processes payments for these documents.
8. May assist in City public communication efforts, including the newsletter, annual calendar, social media accounts and city websites; works with staff to develop and compile content and publish or work with others to publish material.
9. Updates names, numbers and other information to official records for all departments and maintains public records and ensures compliance with Public Records Act.

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10. Maintains lists of active City committees and committee members, including term expiration and Oath of Office; may administer the Oath of Office.
11. Maintain files of City agreements, contracts, property, bids, agenda packets, grants of easements, and right of ways.
12. Research public records and provide information to the public and staff members concerning City Commission actions, laws, ordinances, codes, procedures and projects; independently compose responses to requests for information.
13. Receives and handles citizen complaints or refers them to the proper authority for disposition.
14. Prepares, types and distributes routine correspondence, reports, notices and records at the request of the City Clerk.
15. Operates a variety of office equipment including copy machines, calculators, computer terminal, facsimile machine, and typewriter for all departments.
16. May attest documents in the absence of the City Clerk.
17. May assume duties of the City Clerk in the absence of the City Clerk.
18. Performs general duties as assigned.

**ESSENTIAL FUNCTIONS, QUALIFICATIONS AND KSA'S FOR EMPLOYMENT**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability (KSA's) required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of Voter Registration laws and practices.
- Successful completion of the Elections Officials' Accreditation Program.
- Knowledge of modern office procedures and practices to perform clerical duties.
- Knowledge of business English and grammar usage.
- Knowledge of work practices and procedures of the departments to which assigned.
- Established as a notary or have ability to become a notary

**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to type 50 wpm; proficient in the use of basic computer word processing and database programs.
- Ability to work in a fast-paced environment.
- Ability to exercise strong organizational skills.
- Ability to prioritize tasks from several different departments.

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- Skill in performing arithmetic computations with accuracy.
- Skill in filing, maintaining and retrieving information.
- Skill in using office machines such as the typewriter, word processor, computer terminal and calculator.
- Skill in maintaining effective working relationships with fellow employees, City officials and the public.
- Required education includes a high school diploma, or the equivalent, with courses in business and typing, or equivalent experience.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee frequently is required to walk. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 35 pounds. Specific visual abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee in this position works in an office environment. The noise level in the work environment is usually quiet.

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