

RECORDS MANAGEMENT CLERK

GENERAL PURPOSE

Under general direction of the City Clerk, performs complex and responsible secretarial, administrative support, and general clerical duties in the office of the City Clerk, serves as the City Clerk in his/her absence, and plans and organizes the activities of the records management program for the City.

SUPERVISION RECEIVED

Reports to and works under the general supervision of the City Clerk.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist City Clerk in implementing and coordinating departmental projects or program activities particularly related to records and information management and maintenance.
- Assist City Clerk in providing clerical and administrative assistance to elected officials.
- Assist City Clerk and Secretary to City Manager with agenda preparation tasks.
- Relieve City Clerk of administrative tasks during Clerk's absence.
- Assist City Clerk with the overall maintenance of official city documents and records, including legal documents, archival materials, resolutions, ordinances, minutes, deeds, agreements and contracts, etc.; record and index actions; distribute and file as necessary.
- Determine functional file numbers for all agenda items and other miscellaneous documents for the City Clerk and City Manager's office.
- Segregate, classify, index and file City Council actions from meetings and a variety of other administrative and legal documents; establish new files as necessary.
- Update Central Files Index routinely and update all manuals at City Hall.
- Assist with Municipal Code Updates
- Organize, coordinate and monitor filing of Statements of Economic Interests by Council Members, designated city employees and advisory body members to meet legal requirements of the State Fair Political Practices Commission.
- Organize, coordinate and monitor filing of campaign financial reporting statements required by the Fair Political Practices Commission to be submitted by candidates for City Council and City Treasurer, political action committees, and supporters of candidates and ballot measures.
- Assist City Clerk in updating the public information cable channel scroll; see that necessary information is provided to City's web site consultant for inclusion on the web.
- Administration of board, commission and committee recruitments, posting, public notification, updating rosters, letters of appointment, certificates of appreciation, etc.
- Respond to inquiries by telephone, in writing, or in person from staff and the public regarding matters pertaining to City Council actions or related city information retained in City Clerk's Department.
- Prepares and disseminates to appropriate parties information relative to City Council action or requests for action.
- May be required to deliver materials to council members or perform other errands as required.

DESIRED MINIMUM QUALIFICATIONS**Education and Experience:**

Any combination of experience and education that provides the skills, knowledge and abilities shown above is qualifying. A typical way to obtain these requirements would be:

- Successful completion of two years of college-level course work in Business or Public Administration, Secretarial Science or a directly related field, and two years of responsible general office experience; or
- High school graduation or tested equivalent and four years of increasingly responsible clerical experience.
- Experience working in a City Clerk's office or related organization, ideally with experience in municipal records management.
- Education and/or training toward Certification as a Municipal Clerk is desirable.

Necessary Knowledge, Skills and Abilities:**Knowledge of:**

- Standard office procedures, practices and equipment
- Proper grammar, spelling, punctuation and business correspondence format
- Word processing skills (Word, Power Point, data bases, etc.)
- Current records management practices and procedures
- Fair Political Practices Commission regulations and guidelines pertaining to statement of economic interest for Council Members, city employees and city advisory bodies.
- Fair Political Practices Commission regulations and guidelines pertaining to election activity and campaign financial disclosure statements.
- Laws related to records retention and disposition.

Skills:

- Effectively develop and coordinate office systems and work under pressure to meet deadlines.
- Effectively compose correspondence and routine administrative reports.
- Take dictation in open meetings and transcribe it accurately in final form.

Ability to:

- Independently conduct information research and assemble relevant information and data.
- Interpret and apply administrative policies and procedures.
- Serve as Acting City Clerk when the city clerk is away from the office.
- Maintain confidentiality of sensitive information.
- Establish and maintain effective working relations with city staff and officials, outside agencies and the general public.
- Maintain complex records, summarize written material and interpret a variety of documents including contracts and ordinances.

SPECIAL REQUIREMENTS

Must possess a valid California driver's license, or be able to arrange transportation. May be required to work overtime to attend evening meetings.

TOOLS AND EQUIPMENT USED

Personal computer; computer network workstation; telephone; copy machine; fax machine. Microsoft Office Software Programs (particularly Word, Power Point, Outlook, etc.) Clerks Index Legislative History Program.

PHYSICAL DEMANDS

The physical demands described herein are 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 frequently required to sit and talk or hear, use hands and fingers to handle or feel objects, tools or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the 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.

The noise level in the work environment is usually quiet to moderate.

SELECTION GUIDELINES

Formal application; rating of education and experience; oral interview; reference check and job-related tests may be required.

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.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective Date: 7/13/00

Revised: