

CITY OF HELENA



Position Title: Deputy City Clerk

Department: Commission

Position #: 12610

Grade: 132

EEO Category: (06) Admin Support

FLSA: Non-Exempt

EEO Function: (01) Financial Admin

Work Comp Code: 8810

DEFINITION

Under general supervision, to perform a variety of clerical work in support of the organizational unit to which assigned; to provide computer skills support; and to provide general information and assistance to staff and the public.

SUPERVISION RECEIVED

Clerk of the Commission

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Compile, organize, prepare, and print-the city commission meeting agenda and agenda packet materials for City Commission. Distribute agendas to city commission, staff, HCC members and others as requested. Update city commission web page.

Arrange City Commission Chambers prior to meetings; ensure public address system and transcribing equipment are working properly. Need to be knowledgeable on how system works; assist and train other staff on equipment.

Attend City Commission meetings; record, transcribe, and prepare official minutes for distribution to city commission, staff, HCC members and others as requested.

Post city commission meeting duties including preparation of ordinances/resolutions, contracts and other legal documents for signature by Mayor/City Manager. Enter resolutions/ordinances into electronic log.

Perform a wide variety of general clerical work including maintaining records, and files, verifying accuracy of information. Responsible for recording of appropriate documents (resolutions of annexation and other real property documents); update electronic logs of resolutions/ordinances, bid bonds/cashier checks, and vehicle titles.

Prepare a variety of documents including general correspondence, agendas, and reports.

Provide staff support to the Helena Citizens Council to include the preparation and distribution of agendas, ordering of supplies, update and maintain member list, and completes special projects as requested.

Responds to requests for information from the staff and the public; explain programs, policies, and procedures to staff and the public.

Responsible for city commission office supplies inventory.

Maintain City vehicle titles and cross reference with city shop

Responsible for the records management system in the city commission office and serves as Assistant Records Manager for city.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned and covers office in the absence of the City Clerk.

SAFETY RELATED DUTIES:

Abide by the City of Helena and department/division work practices established for specific job assignments and occupations.

Report occupational injuries, illnesses and near misses immediately to their supervisor. Follow supervisor instructions for obtaining first aid and/or medical attention. Participate in accident investigations as requested by the supervisor.

Participate fully in safety training. Suggest improvements in safety training requirements or programs to the supervisor or the safety committee.

Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the supervisor or safety committee as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Modern office practices, computer equipment and applicable software to include: Word, Excel, IYSIS, Color Bar Gold and Typo 3.

English usage, spelling, vocabulary, grammar and punctuation.

Principles and procedures of record keeping.

Basic mathematical principles.

Numerical, alphabetical, and subject matter filing Record Management systems.

Principles and practices used in dealing with the public.

Skill to:

Operate modern office equipment including computer equipment, PowerPoint projector, sound system and recording equipment.

Type and enter data at a speed necessary for successful job performance.

Prepare minutes and other documents for successful job performance.

Ability to:

Learn the procedures and functions of assigned position.

Learn, interpret, and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Perform general clerical work involving the use of independent judgment and personal initiative.

Understand the organization and operation of the Commission and City as necessary to assume assigned responsibilities.

Respond to inquiries and requests for information regarding policies and procedures.

Prepare and maintain accurate and complete records.

Ability to Cont.:

Prepare clear and concise reports.

Research, collect, compile, and analyze information and data.

Take and prepare accurate minutes.

Plan and organize work to meet schedules and deadlines.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Work Environment and Physical Demands

Ability to work in a standard office environment.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Three years of clerical experience involving public contact.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized secretarial course work in office practices, records management and customer service.

After reading this job description, as of this date would you require any accommodation to perform these duties?

YES or NO (circle one)

Employee's Signature: _____

Date: _____