

Deputy City Clerk

Job Status: Part time - nonexempt under FLSA standards
Provides administrative support to the City Clerk.

Duties and Responsibilities:

- Makes photocopies, files documents and performs other clerical functions.
- Assists or prepares correspondence.
- Assists with preparing council packets for all City Council meetings.
- Completes council meeting minutes with City Clerk's final approval.
- Answers incoming phone calls to the City Clerk's office and greets citizens at the City Clerk's window.
- Back up for City Clerk when out of the office.
- Maintain a high level of discrepancy.
- Facilitates City Council meetings in the City Clerk's absence.
- FOIA certified within 60 days of employment.
- Backup FOIA Officer.
- All other duties as assigned by the City Clerk.

Education and Work Experience Qualifications:

High school diploma or equivalent required, a college degree preferred. Any equivalent combination of education and experience that provides the required knowledge, skills and abilities will be considered.

Competencies & Skills:

- Proficiency in or knowledge of using a variety of computer software applications, especially Microsoft Word and Excel software.
- Problem solving – the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
- Interpersonal Skills – the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things.
- Oral communication – the individual speaks clearly and persuasively in positive or negative situations, conducts meetings, and has excellent telephone and oral communication skills.
- Written Communication Skills – the individual edits work for spelling and grammar, presents numerical data effectively and is able to read and interpret written information.
- Planning/Organizing – the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- Dependability – the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.