



## **CITY OF LAGUNA WOODS JOB CLASSIFICATION**

<b><u>SERIES:</u></b>	<b>CITY CLERK</b>
<b><u>JOB TITLE:</u></b>	<b>DEPUTY CITY CLERK</b>
<b><u>STATUS:</u></b>	<b>EXEMPT AND AT-WILL</b>
<b><u>JOB TITLE:</u></b>	<b>CITY CLERK</b>
<b><u>STATUS:</u></b>	<b>EXEMPT AND AT-WILL</b>

---

### **DEFINITION:**

Under the levels and degrees of supervision specified herein, the Deputy City Clerk and the City Clerk perform a variety of highly responsible and complex administrative, professional, and clerical tasks including, but not limited to, managing and providing front counter services; serving as notary publics; coordinating agenda, public notice, and legal filing processes; responding to requests for information; and, filing and managing records. The City Clerk performs duties the duties of a “City Clerk” as prescribed by the Laguna Woods Municipal Code and any relevant state or federal laws. Deputy City Clerks assists the City Clerk in the performance of his or her duties.

### **DISTINGUISHING CHARACTERISTICS:**

#### **Deputy City Clerk:**

“*Deputy City Clerk*” is the journey-level class in the City Clerk series. Employees assist the City Clerk in the performance of his or her duties, but do not regularly serve in the capacity of “City Clerk” as that role is defined in California Elections Code, California Government Code, the Laguna Woods Municipal Code, other applicable law, and this job classification. Employees are required to have applicable work experience and typically function under general supervision. Employees exercise independent discretion and judgment, but are not expected to have the same amount of program knowledge and skill as the City Clerk. Employees may also receive more regular instruction and assistance. Work is typically reviewed in progress and fits established patterns.

#### **City Clerk:**

“*City Clerk*” is the advanced journey-level class in the City Clerk series and serves in the capacity of “City Clerk” as that role is defined in California Elections Code, California Government Code, the Laguna Woods Municipal Code, other applicable law, and this job classification. Employees are required to have applicable work experience and typically function under general supervision. Employees are expected to work with greater autonomy than Deputy City Clerks and apply well-developed program knowledge and skill to their exercise of independent discretion and judgment. Employees may only receive periodic instruction or assistance as new and unusual situations arise. Work is typically reviewed upon completion and, primarily, for overall outcomes.

**ESSENTIAL DUTIES:**

The duties assigned include, but are not limited to, all or a variety of, the following:

- *Deputy City Clerk only* – Assist the City Clerk in the performance of his or her duties as prescribed by the Laguna Woods Municipal Code and any relevant state or federal laws. May serve as the City Clerk in his or her absence.
- *City Clerk only* – Perform the duties of a “City Clerk” as prescribed by the Laguna Woods Municipal Code and any relevant state or federal laws, including serving as the Elections Official pursuant to California Elections Code.
- Manage the day-to-day operation of City Hall’s front counter, including reception, switchboard, scheduling, cashiering, administrative support, and clerical services.
- Provide services related to City Hall’s front counter operation, including reception, switchboard, scheduling, cashiering, administrative support, and clerical services.
- Accept items and materials for recycling and disposal (e.g., handling of electronic waste, light bulbs, batteries, medication, sharps, print cartridges, etc.).
- Coordinate front counter and records management volunteer programs, including recruiting, selecting, supervising, training, assisting, and scheduling volunteers.
- Provide notary public services for the City and the general public.
- Certify documents for the City and the general public.
- Receive and respond to public and private inquiries and complaints, including by providing information and referrals, as determined to be appropriate.
- Respond to inquiries regarding actions and records of the City Council, standing advisory committees, and other local legislative bodies.
- Receive, respond, monitor, and provide notices related to public records requests, discovery requests, subpoenas, and similar requests for information, including

- conducting necessary research and facilitating internal and external coordination.
- Receive, process, monitor, and provide notices related to claims filed against the City, including coordinating with the California Joint Powers Insurance Authority, claims administrator(s), and workers compensation carrier(s).
  - Participate in and document bid opening processes.
  - Conduct research regarding the City's legislative activities, including reference of agendas, minutes, ordinances, resolutions, legal filings, and correspondence.
  - Create, scan, file, maintain, and coordinate the disposition of records.
  - Prepare, compile, and disseminate qualitative and quantitative documentation and data, including correspondence, news releases, newsletters, brochures, flyers, billing records, reimbursement records, budgets, budget tracking sheets, statistics, reports, manuals, inventories, logs, minutes, and photographs.
  - Prepare, compile, assemble, post, and distribute agendas and agenda materials, as well as legal notices for public meetings and hearings.
  - Coordinate the codification of City Council-adopted ordinances with independent contractors and perform quality control review of codified ordinances.
  - Facilitate the processing of legal documents such as agreements, ordinances, and resolutions, including obtaining signatures and attesting to the same, as well as filing and recording documents with other government agencies.
  - Prepare, maintain, post, and distribute the Local Appointments List required by applicable provisions of California Government Code.
  - Collect, process, monitor, and provide notices related to Fair Political Practices Commission Statements of Economic Interests filing requirements, as well as Assembly Bill 1234 ethics and Assembly Bill 1661 sexual harassment prevention training and education requirements.
  - Attend, participate in, and organize meetings and events, including preparing, assembling, and distributing agenda materials; and, setting up for and cleaning up after meetings and events, including by moving, arranging, and configuring tables, chairs, computers, projectors, screens, microphones, and other equipment, as well as food, beverages, waste, and other items and materials.
  - Assist with maintenance and updates to the City's television channel and website.
  - Assist with the conduct of municipal elections and voter outreach activities.

- Select, train, supervise, and regularly evaluate assigned employees, including participating in discipline and termination proceedings when necessary.
- Provide administrative and clerical support to the City Manager.
- Provide support and relief coverage for City and Department employees.
- Perform other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

- Modern office procedures, methods, and equipment, including computers.
- Responsive customer service practices, including active listening.
- Principles of California Elections Code pertaining to municipal elections.
- Principles of the California Public Records Act and Ralph M. Brown Act.
- Principles of the California Political Reform Act.
- Principles of human resources management (both employees and volunteers).
- Principles and practices of public administration.
- Principles and techniques of record keeping and filing.

**Ability to:**

- Perform the essential duties described in this job classification in a professional, timely, and accurate manner with the referenced level and degree of supervision.
- Alphabetize, compare, count, differentiate, measure, assemble, sort, copy, record, classify, compute, tabulate, categorize, and transcribe data and information.
- Supervise, evaluate, and train persons with diverse backgrounds.
- Communicate effectively and concisely, including the ability to inform, educate, and persuade persons with diverse backgrounds.
- Communicate in writing effectively and concisely, including with use of proper spelling, grammar, punctuation, and command of the English language.
- Maintain confidentiality and discretion when necessary.

- Maintain professional composure at all times, including when dealing with upset, hostile, and difficult interpersonal interactions.
- Maintain effective organization of multiple activities and assignments in a busy office environment with frequent interruptions.
- Understand, analyze, and interpret data and information using established criteria, in order to determine consequences and identify and select alternatives.
- Understand, analyze, interpret, and apply ordinances, resolutions, policies, laws, procedures, standards, and practices to complex and variable situations.
- Understand, calculate, and interpret percentages, fractions, and ratios.

**Education and Experience:**

Deputy City Clerk

Any combination of education and experience that provides the knowledge, skills, and abilities necessary for this position is qualifying. A typical way of obtaining the required qualifications is to possess an Associate degree from an accredited college or university with major course work in public administration, business administration, or a similar subject, and two years of full-time work experience involving relevant operations and activities. Possession of a Bachelor's degree; prior experience as a notary public in the State of California; and, prior experience in a supervisory administrative support position for a municipal or other government agency that involved substantial interaction with the general public is highly desirable.

City Clerk

Any combination of education and experience that provides the knowledge, skills, and abilities necessary for this position is qualifying. A typical way of obtaining the required qualifications is to possess a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a similar subject, and five years of full-time work experience involving relevant operations and activities. Possession of a Master's degree; prior experience as a notary public in the State of California; and, prior experience in a supervisory administrative support position for a municipal or other government agency that involved substantial interaction with the general public is highly desirable. Certification as a Certified Municipal Clerk or Master Municipal Clerk is also highly desirable and may substitute for education and experience.

**Licenses/Certifications:**

Must possess and maintain a valid Class C California Driver's License and must qualify for and maintain insurability under the City's Vehicle Policy. This position involves the periodic performance of duties and travel that require operation of a personal vehicle.

Within six months of hire, must possess and maintain a valid notary public commission.

**PHYSICAL DEMANDS AND ENVIRONMENTAL SETTING:**

While performing the duties of this class, employees are frequently required to sit, stand, walk, talk, and hear; use hands to handle, manipulate, feel, move and operate equipment, tools, and controls; and, use hands and arms to reach. Specific vision abilities required include close, distance, peripheral, and color vision, depth perception, and the ability to adjust focus. Specific hearing abilities required include hearing in the normal audio range with or without correction. Most activities are performed sitting at a desk in a sedentary manner and standing, walking, balancing, stooping, kneeling, and crouching while filing. Many duties are performed while standing at a counter, which requires frequent walking and transitions from sitting in a sedentary manner at a desk to standing at a counter. Employees are frequently required to exert physical effort, involving a combination of standing, walking, climbing, balancing, stooping, kneeling, and crouching, as well as carrying, lifting, pushing, and pulling objects up to 25 pounds.

While the duties of this class are primarily performed in an office setting with low to moderate noise and regular interruption, employees may also be frequently required to travel and work in other settings (e.g., filing, posting, meetings, and events). Employees are required to handle and process, according to City protocols, items and materials for recycling and disposal including, but not limited to, certain types of electronic waste, light bulbs, batteries, medication, sharps, and print cartridges that may result in exposure to odors, fumes, dust, hazardous substances, and other irritants.

**Tools and Equipment:**

Must possess the knowledge and ability to effectively use computers, copiers, scanners, calculators, facsimile machines, microfiche readers, telephones, digital cameras, and other measuring devices to collect data and information. Ability to use computers includes the knowledge and ability to input, query, and maintain information in software such as Microsoft Windows, Outlook, Excel, PowerPoint, and Internet Explorer, as well as the City's website, cashiering, and records software, as may change from time-to-time.

**OTHER NOTICES:**

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 these positions if the work is a similar, related, or logical assignment.

The selection process for these positions will include fingerprinting; a State Department of Justice criminal background check; reference checks; confirmation of education claims, licenses, and certifications; and, a physical medical examination.

These positions are exempt under the Fair Labor Standards Act.

Pursuant to California Government Code Section 36506, neither this job classification

nor any other communication, rule, or regulation shall be construed to provide employees with any tenure or property interest in employment with the City. All City employees serve “at will” and are subject to termination without cause at any time – no exceptions.

All City employees are designated Disaster Service Workers by both State law and City ordinance. Duties when serving as a Disaster Service Worker may be in locations, during hours, and performing work significantly different from the employee’s normal duties.

The City is an Equal Employment Opportunity employer and does not discriminate on the basis of any legally protected category (race, religion, creed, color, national origin, ancestry, physical or mental disability, medical condition, pregnancy, childbirth or related medical conditions, veteran status, sexual orientation, gender identity or expression, genetic information, marital status, military or veteran status, sex, age over 40 years, or any other basis protected by applicable federal, state, or local law, including association with individuals with one or more of these protected characteristics or perception that an individual has one or more of these protected characteristics).

The City provides employment rights and non-discrimination on the basis of disability as established in the Americans with Disabilities Act. Reasonable accommodation may be made to enable a person with a disability to perform these positions’ essential functions.

Additional laws, rules, and regulations apply to these positions.