

**PART-TIME
DEPUTY CLERK
(ADMINISTRATION)**



James W. Armstrong, Mayor

DESCRIPTION OF WORK

General Statement of Duties:

Performs administrative support services and clerical duties for City officials and administrators. Records and maintains official record of City Council, Planning Commission, and Building and Zoning Commission proceedings.

Supervision Received:

Immediate supervisor is the Director of Finance; other directives are received from the Mayor and City administration.

JOB RESPONSIBILITIES

1. Keeps official City Council records: prepares, records, and retains all documents related to required notifications, agendas and minutes of City Council meetings; may attend Council meetings; as needed. Transcribes, distributes, indexes, and files minutes of all Council meetings, legislation, proclamations, oaths of office, and other documents. Posts meeting notices, legislation, and minutes as required.
2. Types and maintains files of official activities of the Planning Commission and the Board of Zoning Appeals: types and distributes agendas and minutes, legal ads, public hearing notices, letters to residents, proclamations, and other documents, as required.
3. Serves as primary secretary for Council, Administration, and Zoning Department: transcribes, types, and distributes correspondence, legislation, and related documents.
4. Assists in general administrative support when necessary, such as: sort mail; answer telephone and direct calls to appropriate personnel; greet and assist customers; collect over the counter payments, and filing of records.
5. Submits legislation, postings, and other related City information to the City's web site administrator.
6. Performs related duties as required.

ESSENTIAL FUNCTIONS REQUIRED FOR FUNDAMENTAL DUTIES

Ability to record minutes of public meetings and to transcribe from recordings.

Ability to record, collate, and classify legislation.

Ability to type 50 words per minute from handwritten materials and digital recordings.

Proficient in the use of computers and related software applications.
Ability to handle routine telephone inquiries.
Ability to follow instructions, operate copier and scanner.
Basic math, Microsoft Word, Excel, and Outlook knowledge.
Positive attitude and ability to meet deadlines.

EDUCATION AND EXPERIENCE

High school or college administrative assistant coursework.