

DEPUTY CITY CLERK

GENERAL STATEMENT OF DUTIES: To assist the City Clerk in specialized and administrative work in the maintenance of official city records; registration of voters and the conduct of elections; issuance of licenses and permits; and to perform related work as required.

SUPERVISION RECEIVED: Work is performed under the direction of the City Clerk.

SUPERVISION EXERCISED: Supervision is exercised over clerical personnel assigned to assist with office duties and election workers

ESSENTIAL DUTIES AND RESPONSIBILITIES:

An employee in this class may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employee may be expected to perform.)

- Process voter registrations and maintain voter registration records.
- Manage all Absentee Voter (AV) ballot activity and assist the City Clerk in the conduct of elections, including the testing of election equipment and the instruction of election workers.
- Receive documentation for and process Council meeting agendas and related materials.
- Respond to telephone and public inquiries for information requiring knowledge of city charter, codes and departmental activities.
- Serve as clerk to various boards & commissions as necessary
- Perform the duties of the City Clerk in his/her absence
- Perform related work as required.

PERIPHERAL DUTIES:

- Issue applicable permits and licenses.
- Serve as notary public.
- Maintain data base indexing and retrieval filing system for official documents.
- Assist the City Clerk in Record Management activities.
- Publish legal notices as required.
- Website administration, as required

JOB REQUIREMENTS:

Education and Experience:

- Graduation from an accredited two-year college or university included or supplemented by courses in public or business administration, record management, or related subjects.
- Two years of increasingly responsible clerical, secretarial or office administration experience.
- Any equivalent combination of education and progressively responsible experience.

Necessary Knowledge, Skills and Abilities:

- Working knowledge of the principles and practices of modern public administration; working knowledge of modern records management techniques; and working knowledge of modern office practices and procedures.
- Demonstrated competence in the ability to work as a member of a team or independently; ability to effectively meet and deal politely with the public; ability to establish and maintain effective working relationships with employees, supervisors, officials, other departments, and the public; ability to communicate effectively verbally and in writing; ability to accurately record and maintain records; ability to think quickly and act appropriately in emergency situations; ability to function under time pressure and/or frequent interruptions; willing to work extra hours; ability to accept change in the work environment and adapt appropriately; and display to the employer's satisfaction the ability to consistently meet these listed abilities on a daily basis.
- Demonstrated competence in the operation of listed tools and equipment.

TOOLS AND EQUIPMENT USED

Office equipment including personal computers and tablets; typewriter; 10-key calculator; telephone; copy machine; fax machine; and precinct voting equipment. Must be familiar with Microsoft Office and preferably Adobe Acrobat.

PHYSICAL DEMANDS

The physical demands described here are representative of 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. The employee is frequently required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is frequently required to operate a passenger vehicle in performance of election activities.

The employee may frequently lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Employee will be required to work early in the morning, late into the evening, and overtime as necessary.

WORKING 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 office work environment in city hall and in other facilities is usually moderately quiet. The employee would also assist in the conduct of election at various polling places located throughout the City of Owosso.

Revised August 2019.