



TOWN OF LOS GATOS

DEPUTY CLERK

Class Code: 3190
Department: Town Manager's Office
Supervisor: Town Clerk

Bargaining Unit: Confidential
FLSA Status: Non-Exempt

Class specifications are intended to present a descriptive list of the range of typical duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job, and all duties described are not necessarily performed by all employees in the class.

CLASS SUMMARY

Under general supervision, the Deputy Clerk performs a variety of technical, analytical and administrative tasks in support of the Town Clerk's function and is responsible for acting as Town Clerk in her/his absence. This includes but is not limited to attendance at Council and/or Committee meetings, agenda preparation, records management, coordinating public records act requests, preparing and editing minutes, implementing research and accumulation of information for reports, and assisting in special projects. May be responsible for noticing, advertising, and calendaring public hearings and for updating brochures for referendum, initiatives, recalls, and municipal code amendments. The Deputy Clerk works closely with staff from the offices of the Town Manager and Town Attorney, Town Council, and the general public, as well as other local governments and outside agencies.

SUPERVISION RECEIVED AND EXPECTED

Receives general and technical supervision from the Town Clerk. Acts in a lead role for the Town Clerk's division and may provide technical and functional direction in the Town Clerk's absence.

CLASS CHARACTERISTICS

The Deputy Clerk is a single position class responsible for assisting the Town Clerk in administration of the division's operations. This classification is distinguished from all other Town classifications by the specialized knowledge and training required in the maintenance of official Town records and in its responsibility for acting as Town Clerk in the absence of the Town Clerk.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Essential and other important responsibilities and duties may include, but are not limited to, the following:

- Provides a variety of information on Town operations in general, and the Clerk's office in particular, both by telephone and in person. Information may include explanation and interpretation of applicable codes, regulations and policies.
- Assists in the development and implementation of the division's goals, objectives, policies, procedures, and work standards.
- Works with staff, the general public, and elected officials providing a high level of administrative support services.
- Assists with the compilation of agenda items for Town Council meetings; directs preparation and distribution of agenda packets; summarizes and publishes agenda information.
- Indexes, processes, copies, distributes, files and certifies copies of ordinances, resolutions, official minutes and other public records; maintains and updates Municipal Code books.
- Recommends and coordinates the development and maintenance of computerized applications and systems.
- Maintains the centralized records management system, archives, destruction of obsolete records, and records retention, and assists departments in proper records storage and control.
- Develops and maintains records management manuals, including standards and procedures for filing, indexing, cross-referencing and cataloging records.
- Assists Town Clerk in the administration and conducting of municipal elections and in administering State campaign and disclosure laws and the Town's Conflict of Interest Code.
- Responds to Public Records Act requests.
- Prepares and publishes legal and public notices in coordination with Town departments.
- Attends Council Meetings and in the absence of the Town Clerk, takes back-up notes and prepares the action minutes; and assumes other responsibilities for the Town Clerk.

- Administers special programs and processes related documents, such as insurance certificates, Statements of Economic Interest, and any other statutory duties.
- Accepts, certifies, publishes and records documents as legally required.
- Administers Oaths of Office to employees and elected officials.
- Performs clerical tasks, types minutes, resolutions, correspondence, and other material from dictating equipment, clear copy or draft. May independently compose routine correspondence in accordance with established guidelines.
- Collects, compiles, analyzes, and prepares data for special surveys, projects, and reports.
- Participates as a knowledgeable, cooperative, and supportive member responsible for assisting in developing and implementing departmental and program goals, objectives, policies, procedures, and activities, providing technical and specialized input to department efforts.
- Gathers, researches, organizes, and disseminates information. Conducts surveys and studies and analyzes data used to develop recommendations and program changes.
- Increases knowledge base and learns new skills in a continuous effort to become a more productive team participant and subject matter expert.
- Builds and maintains positive working relationships with co-workers, other Town employees, elected officials, and the general public, exhibiting exceptional customer service and communication skills.
- Provide secondary back-up to the Executive Assistant to the Town Manager in the absence of the Office Assistant.
- May be assigned as a Disaster Service Worker, as required.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Standard office practices and procedures, including the use of standard office equipment, basic record-keeping, arithmetic, and computer applications related to the work, including advanced proficiency with word processing software.

- Principles and practices of records retention systems and multiple filing systems.
- Pertinent local, state and federal laws, rules, and regulations as they apply to designated and specialized areas of Municipal Clerk responsibilities.
- Professional level writing techniques and correct English usage, including; proper grammar, spelling, vocabulary, and punctuation.
- Project management.
- General customer service principles and practices.

Ability to:

- Locate and assemble data; provide information and organize material in conformance with laws and procedures.
- Efficiently take notes, summarize written or verbal material presented, and transcribe notes.
- Operate a PC/tablet and related software.
- Understand the organization of the Town Clerk's office.
- Interpret and apply federal, state, and local laws and regulations; Political Reform Act, Brown Act, Public Records Act, and other relevant California laws.
- Organize work, set priorities, meet deadlines and complete assignments independently.
- Provide technical assistance, training and direction to other staff members on assigned matters.
- Perform process improvements through the implementation of enhanced manual or automated systems solutions which increase organizational efficiency.
- Interpret a wide variety of documents and apply knowledge of diverse procedures.
- Accurately monitor timelines to ensure legal compliance.
- Maintain filing systems and complex records including confidential data.
- Keep abreast of laws, regulations, and pertinent professional knowledge related to the Municipal Clerk profession.

- Work independently and with minimal direction as a project manager and follow projects through to completion; exercising sound, independent judgment within general policy guidelines.
- Assist in the development and implementation of policies, procedures, work standards and internal controls.
- Analyze data and prepare technical reports; interpret and evaluate technical information; understand laws, regulations, and codes; problem-solve technical issues; explain and interpret technical information.
- Analyze problems, identify alternative solutions, anticipate possible consequences of proposed actions, and implement recommendations in support of goals.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Gain cooperation and agreement through discussion, persuasion, and negotiations.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Communicate effectively in person, over the telephone, and in writing.
- Consistently demonstrate professionalism, ethical integrity, and exceptional customer service.
- Celebrate the achievements and success of the organization.

Education and Experience:

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

Any combination of training and experience equivalent to two (2) years of college or an AA Degree from an accredited college or university in Business Administration, Public Administration, Political Science or a related field plus three (3) years of increasingly responsible administrative support experience with varied assignments, projects, and public contact or; five (5) years of increasingly responsible administrative support experience.

Public agency or Clerk's office experience is preferred.

License and Certification:

A California Driver's License and a satisfactory driving record are conditions of initial and continued employment.

Possess at time of hire or ability to obtain designation within three (3) years of employment as a Certified Municipal Clerk (CMC) from the International Institute of Municipal Clerks.

Possess at time of hire or ability to obtain certification in records management within two (2) years of employment.

PHYSICAL DEMANDS

This is primarily a sedentary office classification although standing and walking between work areas is required. Individual(s) in this class must possess mobility to work in a standard office setting using standard office equipment, operate a motor vehicle to visit various Town and meeting sites; possess visual acuity to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. The position in this classification occasionally bends, stoops, kneels, reaches, climbs, and walks on uneven surfaces; and pushes and pulls drawers open and closed to retrieve and file information. Employee must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

Climbing	Rarely	Balancing	Occasionally	Stooping	Occasionally
Kneeling	Occasionally	Lifting	20 lbs.	Standing	Occasionally
Crawling	Rarely	Reaching	Occasionally	Walking	Occasionally
Talking	Frequently	Grasping	Frequently	Pushing	20 lbs.
Hearing	Frequently	Feeling	Occasionally	Carry	20 lbs.
Crouching	Occasionally	Running	Rarely		
Pulling	20 lbs.	Seeing	Frequently		

ENVIRONMENTAL ELEMENTS

Employee primarily works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances and is in direct contact with other Town personnel and the public.

WORKING CONDITIONS

May be required to work a varied schedule of hours, which may include early mornings and evenings.

In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Human Resources Department.

The Town of Los Gatos is an Equal Opportunity Employer.