



City of Casa Grande

Deputy City Clerk

GENERAL PURPOSE: Under general supervision, performs a variety of technical, clerical, legal and administrative duties in support of the City Clerk's office.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Supervises information packet compilation, preparation and distribution; assists the City Clerk in the technical preparation, recordation and transcribing of proceedings during special and regular meetings and public hearings of the City Council, Boards and Commissions; attends meetings and coordinates required follow-up on meeting action items.
- Prepares and distributes meeting agendas and supporting documentation.
- Prepares and processes the City Council Meetings, Adopted Resolutions, Ordinances and minutes after each meeting.
- Assists in the management of resolutions, ordinances, and other technical documentation files; records and certifies documents and official records.
- Arranges the publication of official notices, agendas, ordinances and resolutions.
- Assists with the preparation and management of elections.
- Performs administrative and research functions for City Council, Boards and Commissions.
- Reviews and corrects errors in meeting minutes and documents.
- Coordinates City records management program according to Arizona statutes.
- Coordinates communications between the City Council and other City departments; clarifies issues relating to City Council meetings and formal meeting procedures.
- Assists with bidding processes and provides assistance with processing City contracts.
- Responds to requests for information; provides technical information to City staff as authorized; provides assistance to the public within scope of authority.
- May assist with department budget preparation and administration.
- Acts as City Clerk in his/her absence.
- Performs other duties as assigned or required.

JOB DESCRIPTION
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SUPERVISION EXERCISED: Supervises support staff as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

A Bachelor's degree in Public Administration, Business Administration, or closely related field, AND five (5) years experience in government administration; OR an equivalent combination of education and experience. Must obtain Passport Acceptance Agent standing during probationary period.

Necessary Knowledge, Skills and Abilities:

- Knowledge of City organization, operations, policies and procedures.
- Knowledge of Federal, state, City and county laws, statutes, and ordinances relating to City government administration and elections.
- Knowledge of principles and practices of records retention and contract management.
- Knowledge of the municipal election process.
- Knowledge of the principles of record keeping and records management.

- Skill in interpreting and applying applicable Federal rules and regulations, and City policies and procedures.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in working under pressure of deadlines, and establishing and maintaining cooperative working relationships with employees, officials, other agencies and the general public.
- Skill in operating a personal computer utilizing a variety of business software.
- Skill in effective oral and written communication.

Special Requirements: Notary Public; additional training and certifications may be required.

Physical Demands / Work Environment: Standard office environment.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.