

Adopted: September 2001, Revised: _____

Class Title: Chief Deputy City Clerk

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Provides support and direction in the administrative, financial, and clerical functions of the City Clerk's Office. Represents the City Clerk in contacts with City Council, City Departments, news media, and the public. Schedules, plans, and organizes various functions of the City Clerk and City Council.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Provides support to City Council and assembles Council agendas by maintaining contact with council members on various issues, coordinating ceremonial matters, inspecting council files for completeness, preparing and recording council documents, preparing newspaper advertisements for public hearings, and interpreting City codes.
2	S	Maintains accounting and financial records by preparing the operating budget, gathering and analyzing data, participating in budget hearings, preparing various account estimates, processing payroll, recording and depositing collected revenues, and inventorying equipment and supplies.
3	L	Supervises operations of City Clerk's Office by assisting with the preparation of departmental goals and objectives, overseeing the maintenance of records, preparing requisitions for new personnel, interviewing and assisting with the hiring of new employees, recommending training programs, evaluating policies and recommending improvements, processing paperwork, preparing various reports, and attending meetings.
4	S	Assumes responsibilities of City Clerk by certifying and notarizing official City documents, and presiding at City Council and other meetings.

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CLASS REQUIREMENTS:

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Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Three years experience with experience in the local government, or legislative or financial work.
Certifications and Other Requirements	Valid Driver's License may be required, Certified Municipal Clerk
Reading	Work requires the ability to read comprehensive reports, City codes, ordinances, resolutions, contracts, deeds, lease agreements, and various correspondences.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write memorandum, letters, general correspondence, and advertisements.
Managerial	N/A
Budget Responsibility	Responsible for the final approval of one departmental budget and presents the budget to the Budget Office and Senior Management and is authorized to approve budgeted expenditures up to the amount that requires the approval of Senior Management.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work is governed by broad instructions, objectives, and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	At office equipment
Sitting	F	Computer, desk work, administrative duties, meetings, driving
Walking	F	Inter-office, to/from meetings, to/from departments
Lifting	F	Record boxes
Carrying	O	Record boxes, files
Pushing/Pulling	O	Boxes, supplies
Reaching	F	Books, boxes
Handling	F	Assembling/wrapping items, files
Fine Dexterity	F	Computer keyboard, writing, telephone keypad, typewriter
Kneeling	O	Filing, retrieving documents and materials
Crouching	O	Filing, retrieving documents and materials
Crawling	N	
Bending	F	Picking up boxes, records
Twisting	O	Picking up boxes, records
Climbing	O	Small ladder
Balancing	O	Small ladder
Vision	C	Computer monitor, reading, writing, driving
Hearing	C	Communicating with personnel and general public
Talking	F	Communicating with personnel and general public
Foot Controls	R	Driving
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Copy machine, fax machine, typewriter, vehicle, microfilm reader, telephone, general office supplies, computer, standard Microsoft Windows and Office software, Laser fiche 4.3, Internet, Norfolk Intranet and Outlook

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	W
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	N

- (3)