

Adopted: September 2001, Revised: \_\_\_\_\_

## Class Title: Deputy City Clerk/Executive Assistant I

**BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Acts as administrative aide to the Mayor. Assists with research requests, correspondence, scheduling, and speech formulation. Monitors requested City activity with City Manager and staff. Assists with preparation for Mayor and City Council public events and meetings. Helps lead and coordinate special project efforts as requested. Attends to additional staff support requests from City Clerk and staff.

**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 administrative support by answering telephone and written inquiries, writing memorandum, correspondence, and speeches, assisting with the preparation of public events and meetings, scheduling meetings and other actions, and conducting research.
2	S	Updates Mayor on events by reviewing newspapers, attending business meetings, and staying abreast on current events of City.

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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	One years' experience in contacting local, state and federal elected officials or designated representatives.
Certifications and Other Requirements	Valid Driver's License may be required.
Reading	Work requires the ability to read meeting agendas and minutes, reports, presentations, newspapers, memorandum, letters, research, and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write speeches, research, bulletins, notes, reports, memorandum, and general correspondence.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
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 and general public.

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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	O	At office equipment, assisting with presentations
Sitting	F	Computer, desk work, meetings
Walking	O	Inter-office, to/from other departments, assisting with presentations
Lifting	R	Boxes, books, presentation materials
Carrying	R	Boxes, books, presentation materials
Pushing/Pulling	R	Doors, chairs
Reaching	O	Boxes, books, presentation materials, telephone
Handling	R	Presentation materials
Fine Dexterity	F	Computer keyboard, writing, telephone keypad
Kneeling	R	Filing
Crouching	R	Filing
Crawling	N	
Bending	R	Filing
Twisting	R	Filing
Climbing	R	Stairs
Balancing	R	On stairs
Vision	C	Computer monitor, reading, meetings, field work
Hearing	C	Communicating with personnel and general public, on telephone, meetings
Talking	F	Communicating with personnel and general public, on telephone, meetings
Foot Controls	N	
Other (specify)	N	

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**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Copy machine, fax machine, telephone, general office supplies, computer, printer, standard Microsoft Windows and Office software, Internet

**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	N
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	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	R
Noisy/Distracting Environment	R
Other (see 3 below)	N

- (3)