

Adopted: September 2001, Revised: August 2016

Class Title: Deputy City Clerk/Secretary

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Provides administrative support and assistant to the City Clerk and City Council by means of initiative and independent judgment in a timely manner and under deadline. Composes minutes of City Council meetings and various Council correspondence. Provides legal research of Norfolk City Code. Transfers documents electronically via Internet, Norfolk Intranet, and City List Serve. Coordinates meetings, processes mail, answers telephones, and prepares briefings. Maintains records and records city deeds, contracts, and other documentation.

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	Serves as administrative assistant to City Council by maintaining council members calendars, scheduling appointments, coordinating meetings, composing correspondence, processing mail, answering public inquiries, researching data, and creating/maintaining extensive databases.
2	L	Provides administrative support to City Council by compiling and preparing City Council agenda/minutes, preparing for and attending meetings, and coordinating presentations/briefings.
3	L	Provides administrative support to City Clerk by preparing and maintaining all City Council appointed boards/commissions/authorities data, preparing, disseminating, and maintaining records of all ordinances and resolutions adopted by City Council, and recording city deeds, contracts, agreements, and leases.

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CLASS REQUIREMENTS:

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Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Three years' experience as an Office or Administrative Assistant; or an equivalent combination of education and experience.
Certifications and Other Requirements	Valid Driver's License may be required.
Reading	Work requires the ability to read reports, City codes, ordinances, contracts, deeds, agreements, letter, memorandum, 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 meeting minutes, proclamations, resolutions, invitations, advertisements, memorandum, and general correspondence.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Job has no responsibility for the direction or supervision of others.
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 and /or citizens. 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, retrieving documents/materials
Sitting	F	Computer, desk work, administrative duties
Walking	F	Inter-office, to/from meetings, deliveries, errands
Lifting	F	Boxes, records, files
Carrying	O	Boxes, records, files
Pushing/Pulling	F	Cart
Reaching	F	Books, boxes
Handling	F	Assembling items
Fine Dexterity	C	Computer monitor, typewriter, Dictaphone, writing
Kneeling	O	Filing, retrieving documents and materials
Crouching	O	Filing, retrieving documents and materials
Crawling	N	
Bending	F	Boxes, records
Twisting	F	Boxes, records
Climbing	O	Stairs, step ladder
Balancing	O	On stairs, step ladder
Vision	C	Computer, operating equipment, writing
Hearing	C	Communicating with personnel and general public, telephone, operating Dictaphone
Talking	F	Communicating with personnel and general public, telephone
Foot Controls	F	Dictaphone
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Copy machine, fax machine, Dictaphone, microfilm reader, telephone, typewriter, 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	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	F
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)