

Adopted: September 2001, Revised: _____

Class Title: Deputy City Clerk/Stenographic Reporter

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Records City Council, City Boards, commission, and committee meetings. Transcribes notes, prepares condensed minutes, and regularly types verbatim transcripts. Assists with routine office operations.

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 record keeping support by recording City Council, City Boards, commission, and committee meetings, transcribing notes, condensing minutes, and regularly typing verbatim transcripts.
2	L	Assists in routine office operations by answering telephones, selling codes, looking up and copying City ordinances, and providing assistance to the general public and personnel.

Adopted: September 2001, Revised: _____

CLASS REQUIREMENTS:

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Three years' experience as a Court Reporter/Stenographer.
Certifications and Other Requirements	Valid Driver's License may be required, Certified Shorthand Reporter
Reading	Work requires the ability to read letters, memorandum, and general correspondence.
Math	N/A
Writing	Work requires the ability to write meeting minutes, letters 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. 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.

Adopted: September 2001, Revised: _____

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.
--	--	--	--	----------------------------

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, performing general office operations
Sitting	F	Computer, steno machine, desk work
Walking	F	Inter-office, to/from meetings
Lifting	F	Steno equipment
Carrying	F	Steno equipment, supplies
Pushing/Pulling	F	Boxes, office supplies
Reaching	F	Office supplies, items in storage, telephone
Handling	F	Office equipment, supplies
Fine Dexterity	C	Steno machine, computer keyboard, writing, telephone keypad
Kneeling	O	Plugging in office equipment
Crouching	O	Storing equipment
Crawling	O	Plugging in office equipment
Bending	F	Accessing outlets and general office equipment
Twisting	N	
Climbing	F	Stairs
Balancing	F	Stairs, steno machine
Vision	C	Computer monitor, reading, writing
Hearing	C	Communicating with personnel and general public, transcription machine
Talking	F	Communicating with personnel, on telephones
Foot Controls	F	Dictaphone/transcriber
Other (specify)		

Adopted: September 2001, Revised: _____

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Stenographic machine, telephone, Dictaphone, cassette tapes, transcript paper, general office supplies, steno pads, telephone, computer, printer, Stenographic software, standard Microsoft Windows and Office

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
-----------	----------------------------	-----------------------------	----------------	-----------

HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	S
Chemical Hazards	N	Extreme Temperatures	S
Electrical Hazards	N	Noise and Vibration	D
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:

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.
--	--	--	--	----------------------------

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

- (3)