

CITY CLERK ASSISTANT

JOB DESCRIPTION

Classification Responsibilities: A City Clerk Assistant performs highly skilled paraprofessional work requiring good technical writing and administrative skills to support the work of the City Clerk's Office, the City Manager's Office, and the City Council. Responsibilities include: attending City Council meetings, researching agenda issues and materials to gain an understanding of the agenda items under discussion, and to disseminate information to staff; taking, transcribing, composing, summarizing, and editing the contents of the Council/Council Committee meetings, and an extensive number of Council-appointed Ad Hoc Committee meetings in order to prepare and present, an accurate public record of the minutes, including pertinent discussions, motions, and Council direction. Duties also include: interacting with citizens, candidates, management, and staff on a variety of often complex and sensitive issues; assisting with election-related responsibilities; and conducting and preparing a wide variety of research projects for citizens, City management, Council, and staff. This class performs related duties as required.

Distinguishing Features: This class is distinguished from the Deputy City Clerk class by the Deputy's responsibility for assisting in the supervision, planning, and coordination of the City Clerk's Office. A City Clerk Assistant requires technical writing and administrative and organization skills, computer knowledge, and the ability to prepare minutes, reports, etc., in an accurate, professional and timely manner, and the ability to research the topics and issues discussed by the City Council. Candidates must be willing to attend evening City Council meetings. Supervision is received from the City Clerk who reviews work through conferences and results achieved. This class is FLSA nonexempt.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from high school or GED. Extensive (5+ years) progressively responsible work experience in a capacity related to communication, court reporting, writing/editing, or an area which involved highly professional minute-taking or documenting official records.

Special Requirement. Must possess a valid Arizona Driver's License by hire or promotion date.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Graduation from an accredited college or university with a Bachelor's Degree in English or Communications is highly desirable. Certification in court reporting, speed writing, or shorthand is preferred.

ESSENTIAL FUNCTIONS

Communication: Develops and maintains positive public relations with candidates for mayoral and City elections. Assists elected City Councilmembers in the preparation of required public disclosure forms throughout their tenure of office. Explains election related requirements to potential candidates, (e.g., qualifications, campaign contribution, filing dates, expenditure reporting, and campaign sign regulations).

Manual/Physical: Takes and transcribes accurate City Council minutes. Reads shorthand or note hand notes to repeat verbatim dialogue of Council meetings, some of which are televised. Develops, proofreads, and distributes ballots and pamphlets in accordance with statutory requirements and maintains an updated list of adopted ordinances and resolutions. Operates various office machines including a: personal computer, typewriter, adding machine, and copier in order to produce various documents including City Council meeting minutes. Operates a motor vehicle requiring a valid Arizona Driver's License to attend community forums, and locate polling places. Meets scheduling and attendance requirements.

Mental: Researches City Council meeting issues, materials and agendas in order to understand discussions and disseminate information. Trains and monitors secretarial staff. Prioritizes and assigns work to staff and prioritizes own work. Proofreads City Council meeting minutes to ensure accuracy. Locates and secures polling places with regard to citizen preference and compliance with the Americans With Disabilities Act. Coordinates polling dates, times, fees, and equipment set up. Updates, compiles, and distributes candidate election forms.

Knowledge/Skills/Abilities:

Knowledge of:

municipal structure, functions and organization of city government;
City programs, organization, operations and specialized terminology relating to department functions;
open meeting laws as they apply to the City of Mesa;
election laws and procedures;
personal computer operation including word processing applications; and
business English, spelling, and math.

Skill in:

taking dictation for minutes:
court reporting or classroom instructed speedwriting or shorthand; and
computerized word processing, comprehension, summarizing, and writing/editing.

Ability to:

transcribe and word process documents in a timely manner;
establish and maintain effective working relationships with the Mayor, City Council, City Manager, other City officials and the public;
read and comprehend complex laws, regulations and legal documents;
plan and coordinate complex administrative programs;

file and maintain complex records related to documentation of Council meetings, and City elections; analyze problems, make decisions and exercise good judgment in administrative tasks; plan, organize, and conduct research projects; and prepare clear, concise, and accurate written reports and communications.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 4/16

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JOB FCTN-ADM

INCREMENTS 44-200

PAY GRADE: 45

IND-8810

SWORN-No