

CITY OF HEMET

Class Code: 3723
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Date Adopted: 07/14/2009
NEW CLASS

CITY CLERK

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under limited supervision of the City Manager or his/her designee, serve as clerk of the City Council, Redevelopment Agency and Housing Authority. Supervise and coordinate the programs and activities of the Office of the City Clerk. Maintain and index permanent records of the City. Prepare and distribute City Council, Redevelopment Agency and Housing Authority Agendas; attend all responsible meetings and record all official proceedings, including City Council subcommittees as assigned. Serves as the Election Officer for the City.

ESSENTIAL FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act may include, but are not limited to the following characteristics, duties, responsibilities, knowledge, skills and other characteristics.

EXAMPLES OF DUTIES

Serve as the Election Officer for the City; assist the County with conducting municipal elections; prepare appropriate resolutions and ordinances in conjunction with requirements for and results of the election; issue nomination papers; answer questions from candidates and the public concerning election requirements. Serve as the Filing Officer for the Fair Political Practices Commission.

Prepare, monitor and administer the City Clerk budget.

Supervise, train and evaluate personnel in the office of the City Clerk.

Oversee the recruitments for vacancies and term expirations on the City's Boards and Commissions.

Administer Oaths and Affirmations; serve as Custodian of the City Seal.

Maintain and index actions taken by the City Council; keep permanent records in a manner prescribed by state law to assure safekeeping; instruct Office staff in the filing, numbering and logging of all documents; prepare documents for disposition in accordance with state law and the City's record retention schedule. Oversee the maintenance of the Hemet Municipal Code.

Prepare City Council, Redevelopment Agency and Housing Authority agendas; instruct staff in the procedure to post and distribute all agendas in accordance with the Ralph M. Brown Act; attend all responsible meetings, record and prepare minutes; ensure appropriate steps are taken with regard to the execution of contracts, agreements, resolutions and ordinances, and other documents.

Ensure that official notices are prepared and published as required by state law regarding public hearings, ordinances and resolutions.

Conduct legislative searches of Council actions for staff and the public; coordinate Public Records requests working with City departments. Stay abreast of the California Public Records Act.

Interact with co-workers at all levels in the organization in a collaborative and customer friendly service-oriented manner.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

The Ralph M. Brown Act; State and County elections laws and regulations; records management principles and practices; applicable records retention laws and regulations; general office practices; letter and report writing practices; correct English usage, grammar, spelling, punctuation and vocabulary.

Skill in and Ability to:

Access and retrieve information in the City's records system; record and maintain minutes; apply specific procedures and detect errors in a record keeping system; prepare and maintain accurate reports and records; interpret and explain laws, rules and regulations that govern the City Clerk department; operate standard office equipment, including a computer and related software; communicate effectively both orally and in writing; establish and maintain effective working relationships with other City employees and the public.

QUALIFICATIONS GUIDELINES

High School Diploma or G.E.D. (required); Bachelors Degree in related field or a combination of education and experience; Four (4) years of related administrative experience in municipal or state government; experience in records management.

CERTIFICATION/LICENSE AND/OR OTHER SPECIAL REQUIREMENTS

Certified Municipal Clerk Certification (required).

Possession of, or ability to obtain, a valid Class C California Driver License and a satisfactory driving record.