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JOB DESCRIPTION

JOB TITLE: Deputy City Clerk

DEPARTMENT: Clerk

FLSA Status: Non-Exempt

JOB SUMMARY:

Deputy City Clerk:

Performs professional, administrative, clerical and technical services for the City Clerk. This position is responsible for the maintenance and retrieval of official City records, including but not limited to City legislative meetings, licenses, contracts and other official City records.

May assist in the daily operations of the City's municipal court. Assists with, supervises, and/or schedules arraignments, sets court calendars and receives and manages cash transactions including fines, court fees, restitutions and bonds.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The City retains the right to modify or change the duties or essential functions of the job at any time.

- Responds to citizen complaints or requests for information/services; answers telephone calls and responds to written communications; determines customer needs and provides the information or assistance to satisfy the customer needs.
- Provides administrative support to other departments as needed.
- Serves as administrator of the telephone and voicemail systems; maintains all office equipment and supplies for the Department.

DEPUTY CITY CLERK

- Performs all duties of the City Clerk in the Clerk's absence.
- Assists the City Clerk by serving as deputy records custodian for all central files.
- Responsible for the approval/denial and processing of all vendor permits and business licenses.
- May assist Election Official in all aspects of election duties.

- Performs additional general office functions such as, but not limited to filing, copying or answering phones.
- Sets- up for meetings and clean up after meetings.
- Processes mail, questionnaires and reports, copies and/or files documents and other processing as needed.
- Performs a variety of personal contact via phone, fax, email and in-person with the public, Councilors and Commissioners, businesses, organizations, governmental agencies and others in a professional knowledgeable and considerate manner.

ASSIST CITY CLERK WITH COURT AS NEEDED, MAY INCLUDE:

- Creates case files, assigns docket numbers, and files documents as prescribed by Court procedures.
- Reviews files, documents and other materials for completeness and accuracy.
- Processes all tickets according to all applicable laws.
- Maintains an accurate account of all Court transactions.
- Assist in transcribes court proceedings for appeal to the County court; prepares transcripts for attorneys; and prepares and monitors payment contracts.
- Corresponds with defendants while they are incarcerated in other facilities.
- Corresponds verbally or in writing with other facilities regarding defendants and release dates/court dates/time served.
- Performs all duties of the City Clerk in the Clerk's absence.

OTHER DUTIES AND RESPONSIBILITIES:

- Attends City Council meetings in the City Clerk's absence.
- Represents the City in various capacities on panels, committees, task forces and other relevant forums.
- Performs other related duties and special projects as assigned by City Clerk.
- Maintains a high level of confidentiality.

REPORTING RELATIONSHIPS:

This Position Reports to: City Clerk.

This Position Supervises: None.

EXPERIENCE AND TRAINING:

Minimum Education: High school diploma or GED equivalent.

Job Requirements: Requires a valid Colorado Driver License and/or an appropriate license to operate City equipment and/or vehicles.

The deputy city clerk must be an active listener who is comfortable being around people. Should be able to employ good judgment and decision making, as well as be able to remain calm and efficient in stressful situations. Punctuality and good time management are essential.

General office skills are a must, and a candidate for deputy city clerk should be familiar with computers and peripheral equipment like printers and faxes, plus must be able to type efficiently. Good verbal and written communication skills are also important, and must be able and willing to maintain effective working relationships with both the general public and the city's management officials.

Prior experience working in an office or courtroom setting is beneficial.

Able to become a notary public

When assisting in courtrooms may also be expected to frequently walk to and from court, and may also be required to lift or move heavy boxes of files and documents. (50lbs.)

KNOWLEDGE, SKILLS AND ABILITIES:

- Solid knowledge of business office practices, office terminology and procedures and the ability to apply/use.
- Solid customer service skills along with interpersonal and organizational skills, tact, and the ability to resolve problems and manage conflict.
- Working knowledge of computers and the ability to learn and utilize software applications for word processing, spreadsheets, databases, and other current technology.
- Working knowledge of the principles of records management, recording of minutes and records research techniques and the ability to apply those principles.
- Basic knowledge of principles of government regulation and the ability to read, interpret, apply and communicate the requirements of selected provisions of Charter, codes and regulations.
- Ability to effectively handle stressful situations and de-escalate angry/hostile behavior.
- Ability to establish priorities and prepare and execute plans.
- Skills in utilizing problem-solving strategies.
- Ability to write effective and comprehensive reports.
- Knowledge of current technological capabilities and applications.
- Ability to establish and maintain effective working relations with employees, supervisors, other organizations and the general public.