



City of Anderson
Personnel Department
1887 Howard Street, 3rd Floor
Anderson, CA 96007
(530) 378-6646

EMPLOYMENT OPPORTUNITY

DEPUTY CITY CLERK

Salary Range: \$22.08 - \$29.61/Hour

Closing Date: **Open Until Filled.**

Faxes Not Accepted.

DEFINITION

Under general administrative direction, to prepare agendas and record proceedings of City Council meetings, to assure the safekeeping and efficient retrieval of official City records, to provide confidential administrative support to the City Manager/City Clerk and Assistant City Manager, to perform human resource administrative activities, to serve as Notary Public, and to do related work as required.

This position is designated as a Management and Confidential position and requires working hours in addition to 40 hours per week.

EXAMPLE OF DUTIES

Prepares City Council agenda packets; attends City Council meetings; prepares meeting minutes; secures signatures on Council-approved documents. Publishes summaries of ordinances. Manages the periodic updating of the Anderson Municipal Code. Distributes and maintains Council correspondence and assists with City Council scheduling. Serves as Filing Official for the purposes of the Political Reform Act and Fair Political Practices Commission. Assists the City Manager/City Clerk in the coordination of elections. Performs Notary Public services.

Prepares and processes required records relative to damage/personal injury claims and industrial injury claims.

Composes and types memoranda, correspondence, notices, reports and official records; establishes, indexes, supervises and maintains the files of the City Manager/City Clerk's office; assists the City Manager and Assistant City Manager with research projects; provides information and assistance to the public.

Establishes and maintains all City personnel files and related record-keeping systems; prepares payroll changes for adjustments under the merit system; works closely with department heads to assist with recruitment, testing and selection; answers employment-related inquiries; responds to compensation and other employment surveys; assists in scheduling citywide personnel training.

QUALIFICATIONS

Training and Experience - Associate of Art or Science degree in public or business administration or related field is required, with Bachelor of Art or Science preferred. Five years of progressively responsible secretarial or office administrative experience, with experience that has included providing support to senior management staff in a public agency preferred. CMC certification is desirable and may be substituted for two years of experience.

Knowledge and Abilities - Knowledge of principles and practices of municipal administration; knowledge of applicable provisions of State and local laws; knowledge of methods of indexing records, including minutes; knowledge of modern office practices and procedures, including word processing and spreadsheet applications; ability to prepare and proofread correspondence and reports; ability to operate a variety of standard office machines; ability to learn, understand and interpret complex personnel rules, regulations, and laws; knowledge of best personnel record-keeping practices; ability to establish and maintain effective relationships with others.

Special Requirement - Ability to obtain California Notary Commission within one year of hire, and to maintain Notary Commission throughout employment. Ability to obtain and maintain Municipal Clerk Certification. Must possess a valid California driver's license.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical requirements may include typing for prolonged periods, maintaining a sustained posture in a seated position, occasional extended hours. While performing the duties of this position, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk, bend, stoop, and reach.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Acute hearing is essential for communicating with the public.

WORK ENVIRONMENT

Primarily work is in an office environment with occasional field work which may involve walking, standing, bending, stooping, and full range of body movement. The office environment noise level is usually quiet.

HOW TO APPLY

A City application form is required. A Resume may be submitted but will not be accepted in lieu of an application. Application forms may be obtained from the City of Anderson, Personnel Department, 1887 Howard Street, Floor 3, Anderson, CA 96007. (530) 378-6646, or one may be downloaded from our website at www.ci.anderson.ca.us.

SELECTION PROCESS

On receipt of completed applications, each candidate's education and experience qualifications will be evaluated; the selection process may consist of a qualifications appraisal, a written examination, an oral evaluation, or any combination of the above appropriate to the number of applications received. The scores resulting from the testing process will determine placement on an eligible list from which appointment(s) will be made.

EMPLOYMENT BENEFITS

Vacation:	10 days per year; 15 days after 5 years; 20 days after 10 years.
Holidays:	14 paid.
Sick Leave:	Earned at a rate of 1 day per month.
Management Leave:	Management and Confidential Employees shall be entitled to ten (10) working days of management leave each calendar year, prorated to time of service.
Retirement:	PERS - Provides 2% @ age 55 for classic employees and 2% @ age 62 for new employees entering CalPERS for the first time, Supplemental to Social Security; credited sick leave. Highest 36 months. Employee pays member share.
Insurance:	Group insurance plans for employees/dependents includes life insurance, medical, dental, vision, and disability. City pays 93.3% of monthly premium plus (effective 1/1/15) one-half of rate increases. Section 125 (Cafeteria) Plan available.

The City of Anderson is an equal employment opportunity employer and does not discriminate with regard to race, age, color, sex, religion, national origin or disability. The City of Anderson will make reasonable accommodations upon request to applicants with disabilities.