



June 2008

DEPUTY CITY RECORDER

DEFINITION

Under general supervision, provides administrative and program support to the City Recorder in the preparation of City Council agendas, minutes, actions, and ordinances, in the maintenance of official documents and records, in the administration of City elections, and in managing the activities, services, and operations of the City Recorder's function; provides varied technical, complex, specialized, and confidential office administrative support to the City Recorder and other City departments as assigned; coordinates assigned activities with those of other City departments; acts for the City Recorder on a relief basis; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the City Recorder. Exercises no direct supervision over staff. May provide technical and functional direction to assigned staff.

CLASS CHARACTERISTICS

This is a single-position classification that is responsible for the administration and daily operations of the City Recorder's functions and activities, under the direction of the City Recorder. This classification performs a variety of administrative duties, including assisting in the development of the City Council agendas, administration of filings, records management, assisting with municipal elections, and coordinating with other City departments. The nature, scope, and diversity of responsibilities of this classification require a broader understanding of City functions and the capability of relieving the City Recorder of day-to-day office administrative and coordinative duties, as well as fulfilling some of the duties of the City Recorder in the latter's absence.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assists with preparation of City Council meeting agendas and tentative agendas; assists in the assembly and distribution of agenda packets; sends out public notices for posting according to State laws; prepares Council chambers for meetings and sets up audiovisual equipment; attends meetings; takes and prepares City Council meeting and Executive Session minutes; prepares Council packets and approved resolutions, ordinances, and meeting minutes for archiving.
- Assists in posting Council agendas, staff reports, and other official records on the City website.
- Prepares and takes minutes at the Council's public forum meetings; contacts citizen facilitator; reserves and prepares meeting rooms; and prepares necessary meeting follow-up paperwork.
- Performs and coordinates complex records management activities, including filing, storage, data entry, indexing, tracking, and retrieval of City records; assists with retaining and indexing land use related decisions and actions; assists with research and organization of files.

- Responds to records requests from the public and City staff; researches and prepares records for viewing; obtains records from various on-site and off-site locations; meets with staff or citizens; makes copies as requested and computes appropriate fees; accepts payments and enters into financial software; tracks records storage.
- Records City documents at County Office of Assessment and Taxation; receives documents from other City departments, including deeds, easements and restricted covenants; ensures completeness and accuracy of documents; ensure proper records retention of documents once they are officially recorded; makes appropriate payments to the County.
- Assists with the conduct of municipal elections; ensures that appropriate documents are filed correctly and in a timely manner and ballots are collected properly; assists candidates and petitioners with the completion of appropriate paperwork; answers questions from staff and the public regarding the elections process; assists with the set-up of election locations and the smooth operations of elections.
- Maintains appointment schedules and calendars, arranges meetings and conferences, and prepares and distributes materials.
- Prepares reports and composes correspondence, memoranda, and other informational materials.
- Receives and processes invoices for the City Recorder's Office; uses accounting software to maintain budget.
- Serves as the Municipal Court Bailiff; meets, checks in, and processes defendants, including completing all necessary paperwork depending on the defendants' plea; schedules trial dates as necessary.
- Prepares correspondence, reports, forms, and specialized documents related to the City Recorder's office from drafts, notes, brief instructions, or corrected copy; proofreads materials for accuracy, completeness, compliance with departmental policies, and correct English usage, including grammar, punctuation, and spelling.
- Performs difficult, complex, technical, and/or specialized office support work, which requires the exercise of independent judgment and the application of technical skills.
- Operates standard office equipment, including word processing and spreadsheet hardware and software, facsimile equipment, and multi-line telephones.
- Notarizes documents and processes passport applications.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and procedures related to public agency record keeping, municipal elections, and the City Recorder function.
- Basic activities and functions of City government and City Council.
- Applicable Federal, State, and local laws, codes, and regulations.
- Automated and manual records management principles and practices, including legal requirements for recording, retention, and disclosure.
- Business letter writing and the standard format for reports and correspondence.
- Business arithmetic and basic statistical techniques.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors, and City staff, in person and over the telephone.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

Ability to:

- Perform responsible technical administrative support work with accuracy, speed, and minimal supervision.
- Provide varied, confidential, and responsible administrative work requiring the use of independent judgment, tact, and discretion.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Interpret, apply, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Take notes at public meetings and accurately transcribe them.
- Coordinate the maintenance of the official records of the City.
- Coordinate municipal elections within legal guidelines.
- Compose correspondence and reports independently or from brief instructions.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Make accurate arithmetic, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- File materials alphabetically, chronologically, and numerically.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Comprehend and use English effectively including producing all forms of communication in a clear, concise, and understandable manner to intended audiences.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from twelfth (12th) grade and four (4) years of experience in municipal government, preferably with the City Recorder's Office or related organization that staffs a government body and holds elections.

Licenses and Certifications:

- Possession of a valid driver's license with a satisfactory driving record.
- Possession of or ability to obtain designation as a Notary Public in the State of Oregon at time of appointment.
- Certification as a Certified Municipal Recorder is desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed

materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard or calculator, and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 40 pounds. Occasionally, employees may have to push and pull materials and objects up to 120 pounds, with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.