# City of Council Bluffs

Job Description

# Deputy City Clerk

**Department:** Clerk's Office
**Supervisor:** City Clerk
**Location:** City Hall
**FLSA Status:** Non-Exempt
**Prepared By:**
**Prepared Date:**
**Union:** Non-Union
**Pay Grade:**

**Summary:** This position involves highly responsible clerical work requiring accuracy and attention to detail. Incumbent to use good judgment in applying City ordinances, City policies, and State law to office procedures for processing various licenses and permits. The Deputy City Clerk provides secretarial support to the City Clerk and acts in the place of the Clerk in his/her absence.

**Essential Duties and Responsibilities:**

- Processes and issues a variety of permits and licenses:
  - Provides required forms and instructions for obtaining City permits and licenses to businesses and the general public
  - Reviews applications for completeness and compliance with applicable ordinances before issuing permit or license
  - Prepares and submits licenses and permits and uploads them to the Council packet software when Council action is required
  - Notifies businesses and the general public of the need to renew licenses which will soon expire or are already delinquent
  - Utilizes computerized data base on personal computer for issuing and updating licenses
- Maintains official records of City documents and proceedings:
  - Indexes and keeps files for official City records
  - Updates and maintains code software, ensuring municipal code is up to date
  - Maintains database and files for all City contract/agreements
  - Receives and files petitions, claims, and lawsuits
  - Scans and maintains records of all proceedings, ordinances, and resolutions passed by City Council
  - Files records of plans, specifications, and contracts for construction projects
  - Post agendas for City Council, Civil Service and other postings as required
  - Grades Civil Service exams
  - Maintains the Fairview Cemetery Records and updates database when needed.

- Performs various office functions as necessary:
    - Notarizes documents when required
    - Provides information to general public on phone and in person
    - Researches and retrieves data for City staff and general public
    - Processes account payable invoices
    - Reviews mail and handles routine office correspondence
    - Answers phone and acts as receptionist
- Tasks preformed in the City Clerk's absence:
    - Serves as City Clerk at City Council meetings
    - Prepares agenda and arranges material for Council meetings
    - Coordinates and attends Civil Service meetings and appeal hearings
    - Takes and transcribes complete and accurate minutes of meetings for City Council and Civil Service Commission
    - Administers Civil Service exams
    - Processes and files paperwork related to regular elections and special elections
    - Publishes public hearing notices and other publications as required by law
    - Prepares all City Council documents for signature by Mayor and Clerk
    - Signs any City document requiring Clerk's signature
- Regular and predictable attendance is required
- Other duties as assigned

**Supervisory Responsibilities:**
May supervise temporary employees in the City Clerk's absence.

**Qualifications:**
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**
- High School Diploma or General Education Degree (GED)
- Associate's Degree in a related field, preferred
- A minimum of five (5) years of experience in secretarial work
- A minimum of five (5) years of experience working in a municipality
- Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities necessary to perform the work.

**Certificates, Licenses, Registrations:**
- Must become an Iowa Notary within 90 days of employment

**Physical Demands:**
- While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and see, talk, and hear.
- The work environment is an office setting that is normally quiet.

**Other Skills and Abilities:**

- Thorough knowledge of modern office practices and procedures as they apply to the preparation and care of complex and voluminous files and records
- Considerable knowledge of office terminology, procedures, equipment, and of business arithmetic and English
- Ability to read and explain City and State ordinances and policies
- Ability to make work decisions in accordance with laws, ordinances, and established procedures
- Ability to operate personal computer
- Skill in data entry tasks
- Ability to form effective working relationships with City officials, employees, and the general public
- Ability to take and transcribe complete and accurate minutes of meetings
- Ability to communicate effectively both orally and in writing
- Ability to organize and maintain a complex record keeping system
- Skill and accuracy in typing, proofreading, and related clerical skills