

**CITY OF CLAWSON
JOB DESCRIPTION**

DEPUTY CITY CLERK

POSITION SUMMARY:

This is highly responsible clerical and administrative work supporting the meeting processes and legal record keeping requirements of the City Council and appointed boards and commissions as well as being knowledgeable of and supporting other functions and activities of the City Clerk's office.

Work involves responsibility for a variety of tasks preparing for and following up on the meetings of the City Council and appointed boards and commissions. Work includes publishing legal notices, preparing agendas, taking minutes, maintaining official records, ordinances, and agreements, and other related, official documents of the City. The position also requires that the individual be knowledgeable of and be able to perform all of the other clerical positions within the office. Work is performed under general supervision of the City Clerk, with latitude to exercise initiative in the areas of assignment. Work is reviewed through observation and results.

ESSENTIAL JOB FUNCTIONS:

An employee in this position is required to perform the following essential functions with or without reasonable accommodation. These examples are not an exhaustive list of the duties, which the employee may be expected to perform.

1. Performs the duties of the City Clerk in his/her absence.
2. Processes the registration of voters and maintains master voter information files. Processes cancellation/confirmation notices, prepares printouts/listings for the public and master file cards, prepare voter registration reports. Issues voter registration cards as voter registration changes.
3. Assists in planning, organization and implementation of Federal, State, City, County, school, and special elections for the City of Clawson and Clawson Public Schools, including preparing test ballots, assembling and disassembling election equipment, training personnel and volunteers and recording results. Publishes and posts all election information. Records, distributes and files absentee ballots. Order election supplies. Is prepared to conduct elections in City Clerk's absence.
4. Cross training in the City Treasurer's Office in order to provide back-up support with customer service, processing transactions, handling cash and balancing.
5. Receive, sort and distributes all incoming mail to appropriate departments and personnel.
6. Administers oaths of office as needed.

7. Assists in the planning, organization and implementation of elections. Orders supplies, processes absent voter applications and ballots, prepares notices and reports to the County and State, tests ballots and prepares voting equipment. Schedules, trains and processes payroll for election workers.
8. Prepares and distributes City Council, Planning Commission and Zoning Board of Appeals agendas and packets.
9. Maintains various files pertinent to the City Clerk's Department. Maintains meeting minutes, code books, resolutions, publications, oaths of office and the City Charter. Publishes and files documents as necessary.
10. Coordination of FOIA requests with the FOIA Coordinator/City Clerk processing Freedom of Information Act requests according to established procedures and mandated guidelines and when necessary forwarding inquiries to the appropriate department.
11. Issue A/P, Trust & Agency, Payroll and DDA checks, performs checks and balance process – verify and sign checks.
12. Enrolls new employees in the City's benefits plans and processes related paperwork. Maintains employee enrollment information in various benefit programs such as health, life and retirement and assists employees with benefit issues.
13. Processes worker's compensation claims. Files claims, submit billings, and prepares and submits MIOSHA logs and reports.
14. Provides office support; types letters, memos, agendas, minutes, budgets, and related material; copies information; answers telephone inquiries and/or provides information over the counter; notarizes documents; keeps track of and orders office supplies, dog tags, business licenses, and other forms used in the Clerk's office.
15. Provides information, answers general questions pertaining to the City Clerk's Department and addresses issues within the scope of authority and responsibility assigned. Refers complex or confidential issues to appropriate supervisor.
16. In the absence of the Clerk may be required to attend evening meetings, record and transcribe minutes and perform other similar duties.
17. Performs all other duties as required.

MINIMUM QUALIFICATIONS AND REQUIRED KNOWLEDGE, SKILLS, ABILITIES:

The requirements listed below are representative of the minimum qualifications, knowledge, skills, and abilities required to successfully perform the essential functions of the position.

- High school graduation (or GED) supplemented by courses in business practices and office procedures; considerable experience in a municipal clerk's office; or any equivalent combination of training and experience that provides the following knowledge, abilities, and skills and/or Certification as a Municipal Clerk.
- Certification as an Elections Inspector and Election Officials Accreditation.

- Certification as a Notary Public.
- Knowledge of the organization and operation of City government including the City Charter and City Ordinances.
- Knowledge of election laws and recordkeeping
- Knowledge of laws and regulations governing the official duties of City Clerk
- Skill in using a variety of office equipment including personal computer, calculator, typewriter, photocopier, facsimile and postage machine.
- Ability to type with precision, utilize standard word processing software and spreadsheet software and proofread for accuracy.
- Ability to distinguish confidential material and apply department standards for security and privacy.
- Ability to record and transcribe minutes of various Boards and Commissions and perform other similar duties.
- Ability to communicate, orally and in writing.
- Ability to work constructively with others and the general public.
- Ability to prepare and maintain a wide variety of records and reports according to accepted standards.
- Ability to communicate, understand and follow written and oral English instructions, and exercise diplomacy in contentious situations.
- Ability to work effectively under stress and with changing work priorities.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

An employee in this position spends the majority of their time in an office setting with a controlled climate where they sit and work on a computer for extended periods of time, communicate in person or on the telephone and move around the office to assist visitors, file and complete other administrative duties.