



Deputy City Clerk

FLSA Status: Non-Exempt

Created: December 3, 2020

Safety Sensitive: No

Last Revised: November 15, 2024

Description: *Job descriptions/specifications are intended to indicate the essential functions and levels of work difficulty of the position and are not intended to describe in detail all of the position's specific duties and responsibilities nor exclude other duties of similar level or difficulty. Additionally, it is not intended to limit management's rights to assign, direct, and control the work of employees under their supervision.*

DEFINITION: This is a specialized position under the general direction of the City Clerk. Participates in the preparation, distribution and maintenance of official records and documents; assists in the implementation and monitoring of the city's records management program; provides record retrieval assistance to the public as well as to the Mayor, City Council and staff; provides all technical and clerical support as required in all aspects of the duties of the City Clerk; and any other duties as directed by the City Clerk. Under general supervision, plans, organizes and implements various grant programs; incumbents write grant applications and coordinate grant reporting processes, grant related purchases, implementation of grant requirements, and fiscal compliance with various granting agencies.

ESSENTIAL FUNCTIONS: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

1. Serve as a representative of the City of Caliente, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Prepares and routes correspondence, reports, meeting agendas, etc., as generally directed by the supervisor.
3. Assists the supervisor in securing and compiling data used in the submission of budget requests, status reports, accomplishment summaries, and related documents.
4. Provides public records and appropriate information to citizens, civic groups, other organizations, media, etc.; provides and explains the appropriate use and completion of forms and documents.
5. Takes minutes of meetings and transcribes notes into finalized formats.
6. Researches and compiles information needed for meetings, reports, public records requests, etc.
7. Maintain City website and all social media accounts.
8. Maintains records and processes forms such as purchase requests, requisitions, billings, installations, and service requests; enters and retrieves data and prepares periodic or special reports from computer systems; creates special formats, reports, spreadsheets, and databases using programmed software to meet organizational needs.
9. Oversees and maintains city's accounts receivable.
10. Prepare grant applications and recommendations for new funding sources in conjunction with needs assessments and program evaluation, better achieve department/program goals and objectives.



11. Serve as a Notary for the City of Caliente.
12. Engages with the general public and related field personnel, with courtesy and professionalism.
13. Perform any other related duties as assigned.

QUALIFICATIONS FOR EMPLOYMENT:

Knowledge, Skills, and Abilities: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)

Knowledge of:

- Basic computer office operations, specifically word processing and spreadsheets and/or database operations.
- Basic record keeping and retention requirements.
- Correct English usage including spelling, grammar, and punctuation; principles of letter formatting and basic report preparation.
- Measures needed to deal effectively with coworkers and those in various levels of the organization's governing body and management structure.
- Grant programs and requirements.
- Basic research techniques such as how to look up information and use the NRS, local ordinances, policies, and internal procedures.

Skill to:

- Accurately type at a rate sufficient to perform assigned duties.
- Operate standard office equipment; e.g., fax, copier, calculator, multi-line telephone, and a personal computer with word processing, spreadsheets, and/or databases.
- Maintain alphabetical and numerical records.

Ability to:

- Perform a broad range of clerical tasks involving the use of judgment with accuracy and speed.
- Work independently in the absence of supervision.
- Understand the organization and operation of the City, the City Clerk office, and of outside agencies as necessary to assume assigned responsibilities
- Organize and maintain accurate files and records.
- Maintain status as Nevada State Notary public.
- Provide quality customer service including the ability to respond to the public and others in a courteous and respectful manner, and the ability to defuse customers who may be upset.

Required Certifications and Licenses:

- Possession of a valid driver's license or alternate means of travel.
- Possession of, or ability to obtain, an appropriate, valid Notary Public License.



Experience and Training:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities. A typical way to gain the required knowledge, skills, and abilities is:

Possession of a high school diploma or equivalent plus two years of progressively responsible experience working in an office setting preparing correspondence and/or reports, compiling data, and dealing with customers.

Physical and Mental Requirements:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, and coordination to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some bending, reaching, squatting, and stooping to access files and records is necessary. The manual dexterity and cognitive ability to operate a personal computer using word processing and databases. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers. Ability to appropriately handle stress and interact with others including, supervisors, coworkers, members of the public, and others. The ability to interact professionally, communicate effectively, and exchange information accurately. Maintain regular and consistent punctuality and attendance.

Light lifting (up to 25 pounds) is occasionally required.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

Working Conditions:

Work is performed under the following conditions:

Position functions indoors in an office type environment where most work is performed at a desk. Environment is generally clean with limited exposure to conditions such as dust, fumes, noise, or odors. Frequent interruptions to planned work activities occur.