

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 180

DEPUTY CITY CLERK

GENERAL

Responsible administrative and clerical work assisting the City Clerk in recording and retaining official records of the City, recording actions, disseminating information and directives of the City Commission.

This position requires independent judgement subject to general direction and review by the City Clerk and City Manager.

EXAMPLES OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Assumes responsibility for all activities of the Clerk's office in the absence of the Clerk including assisting in the overall proceedings of the Commission, and production and safekeeping of all records pertaining thereto, attesting and recording of all ordinances and resolutions, furnishing required forms and petitions, coordinating municipal elections, custody of the City Seal and related functions directed by the Clerk.

Supervises the Microfilm Clerk I and II performing micrographic work requiring the use of specialized equipment in techniques in the reproduction of official records and legal instruments.

Assists in directing and supervising the accuracy of the Code of Ordinances and receives and distributes the supplements, sells the codes and sends bills for each supplement. Receives requests for and performs the necessary research to provide information pertaining to the Code of Ordinances or other legal documents.

Assists the City Clerk in maintaining all official City documents, contracts, deeds, City real estate transactions and records of City owned lands.

Assists in attesting to all legal papers such as agreements, leases, all ordinances and resolutions, and places them in permanent files as well as furnishing certified copies as required.

Assists in keeping records and lists of all City boards and committees.

Assists in processing paperwork required for the application and appointment of Advisory Board members by the City Commission.

Assists the City Clerk in conducting municipal elections.

Assists in reviewing, editing and preparing all minutes and verbatims of the City Commission.

Assists with review and recording of official documents including deeds, agreements, liens and lien satisfactions.

Assists in directing and supervising the accuracy of the Code of Ordinances, and receives and distributes the supplements, sells the codes and sends bills for each supplement. Receives requests for and performs the necessary research to provide information pertaining to the City Code of Ordinances or other legal documents.

Participates in preparing, typing and transmitting legal notices to the local newspaper and insures that each has been printed correctly and published on the proper dates.

Makes copies of public hearing notices for affected departments and the City Commission. Types and mails "Notices of Public Improvement" and "Notices of Assessment" to affected property owners.

Answers telephone inquiries and provides information to the general public.

Assists in the direction and supervision of subordinate clerical employees of the City Clerk department through assignment of tasks and review of completed work.

Performs the activities of the City Clerk in the absence of the City Clerk.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Skill in the operation of word processing equipment. Knowledge of the legal documents utilized in municipal government and the procedures necessary to process them. Knowledge of the City Code of Ordinances. Considerable knowledge of applicable City, County, State and Federal laws, rules and regulations pertaining to municipal record keeping, campaign disclosure requirements, public records management and election code. Ability to make decisions in accordance with procedures, laws and regulations and to apply these to work problems. Ability to exercise care in the release of information from public records. Ability to search for and compile data from files and other sources applicable to the topic of concern. Ability to communicate effectively with the public both orally and in writing.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent G.E.D. Considerable advanced clerical and administrative experience. Certified Municipal Certification (CMC) recommended, but not required.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Sedentary position.

The noise level in this environment is usually quiet in an inside office setting. Occasional light lifting of 5-10 lbs.

SPECIAL REQUIREMENTS

None.

Rev. 7/95

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.