



City of Tempe

ASSISTANT CITY CLERK

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	482	<i>Department / Office:</i>	City Clerk
<i>Supervision Level:</i>	Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Deputy City Clerk
<i>Safety Sensitive / Drug Screen:</i>	No	<i>Physical:</i>	No
Click here for more job classification information including current salary range.			

REPORTING RELATIONSHIPS
Receives direction from the City Clerk and/or management staff.
May exercise direct supervision or functional / technical direction over support staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Two (2) years of administrative or program management experience in a federal, state, county or municipal office setting.
<i>Education:</i>	Equivalent to a bachelor’s degree from an accredited college or university in business or public administration or a degree related to the core functions of this position. <i>Municipal Clerks Certification may be substituted for two (2) years of the education requirement.</i>
<i>License / Certification:</i>	<ul style="list-style-type: none"> ● Possession of, or required to obtain within four (4) years of hire, a Certified Municipal Clerk certification and become a State of Arizona Certified Elections Officer. ● Possession of, or required to obtain within six (6) months of hire, an Arizona Notary Public license.

ESSENTIAL JOB FUNCTIONS
Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.
To actively support and uphold the City’s stated mission and values. To perform a variety of responsible professional level duties involved in records management systems, election coordination, agendas and minutes, programs, policies, procedures and practices of the City; to provide oversight of office staff, complex professional level staff assistance to departments/division managers and city staff; and to assist with other City Clerk’s office duties as assigned.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Assist in the development, implementation and internal training of staff in support of the Division’s goals, objectives, policies, procedures, and work standards.
- Work with staff, the general public, and elected officials providing a high level of administrative and technical support.
- Recommend and coordinate the development and maintenance of computerized applications and systems; maintain the centralized records management system, archives, and records retention.
- Research public records and provide information to the public and staff members concerning City Council actions, laws, ordinances, codes, procedures and projects; independently compose responses to requests for information.
- Assist with the compilation of agenda items for City Council meetings; direct preparation and distribution of agenda packets; summarize and publish agenda information.
- Index, process, copy, distribute, file and certify copies of ordinances, resolutions, official Minutes, notices of claims and other public records; liaison for the codification process.
- Prepare and publish legal and public notices in coordination with City departments.
- In the absence of the Deputy City Clerk, perform the Deputy City Clerk duties, such as attend meetings, write agenda reports, take minutes, and supervise the Division staff.
- Assist the City Clerk’s Office in the administration and conduct of municipal elections.
- Monitor workflow, plan, organize, direct Division staff, and service levels as assigned.
- Certify and record City documents.
- Collect, compile, analyze, and prepare data for special surveys, projects, and reports.
- Provide support to Council, Commission or Subcommittee, if assigned.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work in a stationary position at desk or at computer for considerable periods of time;
- Operate computers, calculators and other office machines;
- Extensive reading and close vision work;
- May work alone for extended periods of time at the office;
- May require working extended hours;
- Other physical attributes essential to the classification.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn

Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<p><i>Effective October 2011</i> <i>Revised September 2013</i> <i>Revised July 2019 (Revised min quals, essential job functions, and job duties)</i></p>