



## Career Service Authority

### City Council Clerk

Page 1 of 5

#### **GENERAL STATEMENT OF CLASS DUTIES**

Provides advanced and specialized administrative, analytical and secretarial support for City Council. Functions as the City's parliamentarian.

#### **DISTINGUISHING CHARACTERISTICS**

This class performs high level and specialized administrative, analytical and secretarial support for City Council. It functions as the City's parliamentarian. It functions as the database administrator for the ordinance/proclamation/resolution tracing system. This class is distinguished from Executive Assistant series which performs administrative/secretarial support and/or office management for a division manager or department executive. The City Council Clerk is distinguished from an Administrative Support Assistant IV that performs specialized and/or technical office support work that requires detailed knowledge of the specialized/technical area. The City Council Clerk is distinguished from the Administrative Support Assistant III that performs a variety of full performance level office support work.

#### ***Guidelines, Difficulty and Decision Making Level:***

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place, and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices, or precedents may be discussed with the supervisor before being initiated.

#### ***Level of Supervision Received and Quality Review:***

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

#### ***Interpersonal Communications and Purpose:***

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, and gathered and discretion and judgment are required within the parameters of the job function.

***Level of Supervision Exercised:***

This position is non-supervisory.

**ESSENTIAL DUTIES**

Staffs regular sessions of City Council. Prepares agendas, committee review sheets, meeting schedules and minutes. Introduces proclamations, resolutions, and proposed bills during Council meetings. Calls the roll and records votes. Maintains written records of meetings. Provides guidance to Council members on parliamentary procedures and Council rules.

Writes, reviews and edits descriptions of consent agenda items, council bills, committee agenda items, committee summaries, amendments, motions, notices and instructions to Council members

Creates resource documents including committee assignment lists, roll call sheets, glossary of acronyms and abbreviations, index of motions, cheat sheets, calendars and others at the request of Council.

Develops implements and maintains databases that include legislative bills and survey data. Researches and provides responses to inquiries from Council members, Executive Director, Legislative Analysts and the public. Develops procedures regarding the use of the database and trains others to use it.

Functions as web page author for City Council.

Coordinates the creation of the Council brochure.

Processes legal protests filed with City Council pertaining to zoning matters. Prepares agenda language and instructions for Council members.

Responds to inquires from citizens and the media pertaining to history and status of Council bills, public hearing procedures, Council rules and regulations.

Performs other duties as assigned or requested.

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Any one position may not include all of the duties listed.  
However, the allocation of positions will be determined by  
the amount of time spent in performing the essential duties  
listed above.  
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**MINIMUM QUALIFICATIONS**

***Competencies, Knowledges & Skills:***

**Organizational Awareness** – Knows how social, political, organizational, and technological systems work and operates effectively within them. This includes the policies, procedures, rules, and regulations of the work unit or organization.

**Integrity/Honesty** – Displays high standards of ethical conduct, understands the impact of violating these standards on an organization, self, and others, chooses an ethical course of action, and is trustworthy.

**Reading** – Learns from written material by determining the main idea or essential message and recognizes correct English grammar, punctuation, and spelling

**Conscientiousness** – Takes on added responsibilities when requested, completes multiple work assignments on time, learns new skills to enhance own work, and teaches others.

**Interpersonal Skills** – Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

**Writing** – Composes documents or correspondence of moderate length covering detailed information, extracts sections from available source materials, and organizes them into a summary document.

**Listening** – Listens to moderately complex or detailed information to acquire a working knowledge about a topic or assignment and responds appropriately.

**Speaking** – Explains general information of moderate difficulty to individuals or small groups both in one-way communication and with significant exchange of information.

**Reasoning** – Organizes and integrates information based on existing examples and applies rules to problems that contain a few abstract and several concrete concepts and that require a moderate number of steps to resolve.

**Decision Making** – Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

**Self Management** – Sets general goals and priorities for own work, carries out several assignments simultaneously, and completes assigned work on time.

**Flexibility** – Rearranges a moderate amount of work priorities to accommodate occasional and temporary changes in the office or in project resources or goals.

**Customer Service** – Works and communicates with clients and customers to satisfy their expectations and is committed to quality services.

**Memory** – Recalls information that has been presented previously.

**Teamwork** – Performs routine tasks to assist co-workers in the immediate work area and follows instructions to complete assignments.

Skill in recognizing non-standard situations and preparing recommendations for problem resolution

Skill in utilizing computer software to accomplish a variety of tasks.

Skill in facilitating highly confidential matters related to the agency or departmental policy.

Skill in establishing priorities, coordinating work activities, and handling many projects in varying stages of completion.

Skill in operating a telephone system and screening calls.

Skill in utilizing the principles and practices of effective and persuasive communications to elicit and/or present explanatory or interpretive information.

Knowledge of arithmetic sufficient to be able to perform a variety of calculations.

Knowledge of standard office practice and procedures sufficient to be able to process various types of paperwork associated with office support duties.

Knowledge of policies, procedures, rules, and laws relative to the specified area.

***Physical Demands:***

Sitting: remaining in the normal seated position.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Near Acuity: ability to see clearly at 20 inches or less.

Depth Perception: ability to judge distances and space relationships.

Field of Vision: ability to see peripherally.

Accommodation: ability to adjust vision to bring objects into focus.

Color Vision: ability to distinguish and identify different colors.

***Working Environment:***

Pressure due to multiple calls and inquiries.

Subject to many interruptions.

***Education Requirement:***

Associates degree in secretarial science, business or a related field.

***Experience Requirement:***

Three years of administrative/secretarial experience which must include one year of experience at the type and level of an Executive Assistant II.

***Education/Experience Equivalency:***

A combination of appropriate education and experience may be substituted for the minimum experience requirement except for the one year of experience at the type and level of Executive Assistant II.

**CLASS DETAIL**

**FLSA CODE:** Non-Exempt

**ESTABLISHED DATE:** 02/24/2008

**REVISED DATE:**

**ESTABLISHED BY:** Bruce Backer

**CLASS HISTORY** This is a new class.