
**TEMPLE CITY
CLASS SPECIFICATIONS**

CITY CLERK

DEFINITION:

Under general direction of the City Manager, the City Clerk is responsible for coordinating and supervising all administrative activities of the City Clerk's Office and to provide administrative support to the City Council including those duties and responsibilities as prescribed by California State Law.

EXAMPLES OF DUTIES:

Serves as Clerk to the City Council; attends all City Council meetings and records all official proceedings; supervises the preparation, organization, printing and distribution of the agenda, as well as, the minutes, ordinances, resolutions and other documents; directs the publication, filing and indexing of all City Council proceedings; supervises the maintenance, filing, indexing and retention of official municipal documents; prepares and directs the publication of all legal notices as required; plans, organizes, supervises and participates in the conduct of elections; administers oaths and affirmations, and attests to proper execution of all public documents; administers Council and Commission filings under the Fair Political Practices Act and serves as Filing Officer for the City's Conflict of Interest Code; works closely and cooperatively with the City Manager, employees and citizens, and performs other related duties as required.

DESIRABLE QUALIFICATIONS:

Knowledge of: Legal requirements and procedures of the office of City Clerk; the registration of voters and conduct of elections, principles of supervision and modern methods of record keeping and file maintenance.

Ability to: organize, direct, supervise and coordinate the work of subordinates; interpret and apply laws, rules and regulations; establish and maintain effective public relations. Ability to take and transcribe Council meetings.

Education and Experience: Completion of high school, supplemented by business or college courses, and four years of responsible clerical experience with at least two years closely related to the duties and functions of the office of

City Clerk. A degree from an accredited college in the field of public or business administration or related field is desirable.

OTHER QUALIFICATIONS:

Possession of a valid Class C motor vehicle operator's license from the State of California.

Ability to operate computer, calculator, telephone, copying machine and recording equipment.

Ability to take and transcribe shorthand.

Ability to understand and respond to the public's and staff's requests for assistance both on the telephone and in person.

Ability to prepare detailed narrative reports, perform numerical analyses and sort/file documents.

Ability to sit for up to four hours at a time.

Ability to see.

Ability to climb a footstool or ladder for the purposes of retrieving records out of storage.

Ability to get from one location to another in the course of doing business.

Ability to make oral presentations.