

*CITY OF SCOTTS VALLEY*

***CLASS SPECIFICATION***  
***CITY CLERK/ADMINISTRATIVE SECRETARY***

**JOB PURPOSE**

Under the direction of the City Manager, performs all functions required by State Government Code and City Ordinances; organizes and retains records of City actions, including laws, policies, agreements, and property legalities; takes minutes of City Council meetings; provides a wide variety of secretarial and administrative services as directed by the City Manager; and performs related work as required. Appointment of this position is made by the City Manager

**EXAMPLES OF DUTIES**

**Essential Duties:**

- ~ Coordinates preparation and distribution of City Council agendas and minutes.
- ~ Attends City Council meetings, takes minutes of proceedings and operates recording machine.
- ~ Attends other City meetings as necessary.
- ~ Processes resolutions and ordinances adopted at such meetings and makes appropriate distribution.
- ~ Prepares any follow-up correspondence for Council members or City Manager signature after Council meetings.
- ~ Responds to inquiries by telephone, in writing, or in person from a variety of interested persons regarding matters pertaining to City Council actions or related City information retained in the City Clerk's office.
- ~ Certifies copies of official documents.
- ~ Attests to subpoenas, City Council meeting minutes, resolutions and ordinances.
- ~ Maintains municipal code books and custody of the City seal.
- ~ Maintains in an orderly manner up-to-date files of City ordinances, resolutions and other documents as legally required.
- ~ Responsible for legal publications and posting.
- ~ Serves as Secretary to the Redevelopment Agency.
- ~ Serves as Secretary to the Rent Review Commission.
- ~ Administers and files oaths of office.
- ~ Conducts elections.
- ~ Coordinates filing of Fair Political Practices Commission forms.
- ~ Maintains City personnel files.
- ~ Coordinates employee annual/probation evaluation schedule and annual salary increases.
- ~ Prepares the necessary documentation and coordinates the recruitment of City employees.
- ~ Assists the City Manager with assigned special projects, and with clerical duties in the absence of the Administration Secretary.

**Marginal Duties:**

- ~ Receives and processes petitions and claims.
- ~ Receives and opens bids.
- ~ Provides administrative/clerical assistance as required.
- ~ Provides notarial services.

### **EMPLOYMENT STANDARDS**

**Education, Experience and Licenses:** Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include graduation from high school, or equivalent, including or supplemented by courses in business or public administration; four years of progressively responsible experience in municipal administration; five years of responsible secretarial experience; Certified Municipal Clerk designation and Notary Public desirable; possession of a valid California motor vehicle's license required.

**Ability to:** Operate a variety of office and computer equipment with skill, take shorthand at a reasonable speed, type at a speed of 65 wpm, and/or transcription of recording at a comparable speed; interpret and explain related laws, special instructions, policies and procedures; compose correspondence; establish and maintain cooperative working relationships; supervise assigned staff; work independently with minimum supervision and serve in a position of confidentiality; exercise good judgment and tact.

**Knowledge of:** Proper English grammar, spelling and punctuation; office methods and record keeping procedures; business letter writing and forms; municipal codes and government practices.

*CITY COUNCIL APPROVAL:* October 5, 1988