



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
DEPUTY CITY CLERK
CITY CLERK'S OFFICE

Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
Phone: (757) 926-1800
Fax: (757) 926-1825

GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position is responsible for performing executive level administrative responsibilities and functions of the City Clerk's office. This position is also responsible for attending City Council meetings with the City Clerk or the Chief Deputy City Clerk. Reports to the Chief Deputy Clerk.

There are two levels of Deputy City Clerk distinguished by the level of work performed and the level of experience of the employee.

ESSENTIAL JOB FUNCTIONS

Prepares a variety of documents, letters, and notices using word processing software; updates various rosters; attests and certifies contracts, leases, agreements, deeds, etc. Receives and responds to calls and correspondence for City Council and City Clerk; logs City Council members' mail. Maintains a variety of related calendars and schedules appointments; coordinates with attendees and prepares agenda. Makes necessary meeting and travel arrangements for Council. Prepares memos and attends meetings of City Council, related boards, committees and commissions to record the minutes. Schedules use of Council Chambers and conference room and provides back-up administrative support to the Mayor. Prepares record retention and destruction forms in accordance with the Library of Virginia.

Provides support at City Council meetings accepting speaker cards from citizens and coordinating cards with items on the agenda; conducts roll calls. Responsible for the Clerk's agenda; coordinates presentations for council meetings, and reviews material with the Mayor; prepares adopted legislation for finalization. Serves as back-up for posting information and files into Granicus and Novus Agenda web applications. Maintains webpage for Boards and alerts public through notification on website of vacancies.

Interacts with the public to obtain and provide information and assistance in a variety of circumstances. Screens and responds to inquiries and complaints; provides information on policies and procedures.

Composes, writes and edits proclamations; proofs and edits Resolutions of Recognition and Memoriam; initiates preparation for signatures of Council; coordinates framing for presentation. Prepares purchase requisitions for services, equipment maintenance, and other supplies. Receipts and pays monthly PO's/P-Card purchases and processes expenses and related records.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Office Administration - Knowledge of office systems, practices, procedures and administration. Knowledge of general office equipment and personal computers to include word processing, spreadsheet, and related software.
- Customer Service - Knowledge of principles and processes for providing customer service. This includes setting and meeting quality standards for services, and evaluation of customer satisfaction.
- Technology - Considerable Knowledge of office electronic equipment, and computer hardware and software, i.e., MS Word, Excel, PowerPoint, Access.

REQUIRED SKILLS

- Computer Skills - Utilizes a personal computer with word processing, spreadsheet, and related software to effectively complete a variety of administrative tasks with reasonable speed and accuracy.
- Interpersonal Relationships/Customer Service - Develops and maintains cooperative and professional relationships with employees and the public. Handles a variety of customer service issues with tact, diplomacy and in a confidential manner.
- Time Management - Plans and organize daily work routine. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Implements work activities in accordance with priorities and estimated schedules.

REQUIRED ABILITIES

- Judgment/Decision Making - Ability to use logic and reasoning to understand, analyze, and evaluate situations and exercise good judgment to make appropriate decisions.
- Communication -Excellent ability to listen and understand directions, information and ideas presented verbally and in writing. Ability to take and transcribe oral dictation using stenography, tape recorder, typewriter and other office equipment.
- Accounting/Budgeting - Ability to perform arithmetic, algebraic, and statistical applications. Ability to employ economic and accounting principles and practices in the analysis and reporting of data.

EDUCATION AND EXPERIENCE

Deputy City Clerk II - Requires a high school diploma and 5 - 7 years of progressively responsible clerical/administrative experience in a municipal setting or an equivalent combination of education and experience.

Deputy City Clerk I - Requires a high school diploma and 3-4 years of related administrative support experience or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS

An acceptable general background investigation to include a local and state criminal history check and a valid driver's license with an acceptable driving record.

PHYSICAL REQUIREMENTS

- Requires the ability to exert light physical effort in sedentary to light work.
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or work station.

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Essential functions are regularly performed without exposure to adverse environmental conditions.