

CITY CLERK TECHNICIAN I
CITY CLERK TECHNICIAN II

DEFINITION

To perform a variety of responsible technical administrative duties in support of City Clerk functions including assisting in the preparation of the City Council agenda, the recruitment of City Board and Commission members, the maintenance of official records including, Resolutions, Ordinances, contracts, directives, and minutes approved and authorized by the City Council; and to receive and respond to questions and inquiries from the public, other City departments and outside agencies.

DISTINGUISHING CHARACTERISTICS

City Clerk Technician I – This is the entry level class in the City Clerk Technician series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The City Clerk Technician I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

City Clerk Technician II - This is the journey level class in the City Clerk Technician series and is distinguished from the I level by the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

City Clerk Technician I

Receives immediate supervision from the Assistant City Clerk or City Clerk.

May exercise technical and functional supervision over lower level City Clerk staff as appropriate.

City Clerk Technician II

Receives general supervision from the Assistant City Clerk or City Clerk.

May exercise technical and functional supervision over lower level City Clerk staff as appropriate.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Participate in the recruitment process for Board and Commission vacancies; prepare and place advertisements; interview applicants and submit appropriate paperwork; prepare and present applicant information to City Council; notify applicants of selection and administer oath; prepare and present training materials to newly selected Board and Commission members.

Assist in the preparation of the City Council agenda packets; prepare outlines for City Council minutes.

Prepare and coordinate publications, post and distribute legal notices; research, compile, and analyze data for assigned special projects and reports; develop and revise department forms; independently respond to routine letters, general correspondence and requests for information; provide support in processing Fair Political Practices Commission statements of economic interest.

Research and compile information requested by City staff, outside agencies and the public related to City Council or Board of Commission action, City policies, City regulations, the City Charter, procedures, ordinances and State codes; coordinate the flow of information between the Council, Board and Commissions, and staff of other departments as required.

Enact and process City Council actions and directives on a wide variety of documents, ensuring legal procedures and protocols are adhered to.

Prepare permanent pages of Resolutions and Ordinances following adoption by the City Council; copy, post and distribute as appropriate.

Ensure the appropriate maintenance of City records, files and documents in compliance with established policies and government codes; ensure the City's record retention schedule is adhered to.

Maintain and update the Roseville Municipal Code book for staff and the public.

Research and compile information for the preparation of the election manual and schedule.

Accept and process passport applications; respond to questions regarding process and requirements; research non-routine questions; maintain confidentiality of information.

Receive and process claims, summons, subpoenas and appeals received, ensuring City policies and procedures are followed, maintaining confidentiality.

Attend City Council meetings when requested and provide back-up support to the City Clerk and Assistant City Clerk in their absence.

Provide notary service to facilitate City business and to the public.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related work as required.

MINIMUM QUALIFICATIONS

City Clerk Technician I

Knowledge of:

Principles and practices of technical report and business letter writing to include rules of grammar, spelling and punctuation.

Principles and practices of customer service.

English usage, spelling, punctuation and grammar; business correspondence.

Modern office equipment and procedures including use of word processing, database, and spreadsheet applications.

Ability to:

Interpret and apply policies, laws and rules in the processing, maintenance and retention of documents, files and records.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Computer programs and technology related to City Clerk Office functions.

Work with sensitive and confidential information.

Review documents for completeness and follow appropriate steps for the retention of records, files and documents.

Learn to prepare and present training to appointed Board/Commission/Committee members.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Experience:

Two years of increasingly responsible administrative support or technical experience in a City Clerk or County Clerk's Office.

AND

Training:

An Associate's degree or 60 semester units of college level course work including 18 units in a major field of study and 21 units in general education from an accredited college or university, preferably in business administration, public administration, or a related field. Two years of related work experience can substitute for an Associate's Degree.

License or Certificate

Possession of a valid California driver's license by date of appointment.

Ability to obtain, a California Notary Public designation.

Ability to obtain, designation as a United States Department of State, Bureau of Consular Affairs U.S. Passport Acceptance Agent designation.

City Clerk Technician II

In addition to the qualifications for the City Clerk Technician I:

Knowledge of:

City and department organization, responsibilities and activities; the organization and operation of outside agencies as necessary to assume assigned responsibilities.

Federal, State and local rules, regulations and policies governing City operations.

Process and requirements for passport applications.

Legal requirements and procedures for recording documents and legal notices.

Ability to:

Compile and maintain complex and extensive records to include statistical records; complete staff reports for oral and written communications.

Review documents for completeness and follow appropriate steps for the retention of records, files and documents.

Independently present information at City Council meetings.

Independently develop and provide training to appointed Board/Commission/Committee members.

Attend evening meetings.

Experience and Training

Experience:

Two years of responsible experience in performing duties similar to that of a City Clerk Technician I with the City of Roseville.

AND

Training:

An Associate's degree or 60 semester units of college level course work including 18 units in a major field of study and 21 units in general education from an accredited college or university, preferably in business administration, public administration, or a related field. Two years of related work experience can substitute for an Associate's Degree.

License or Certificate

Possession of a valid California driver's license by date of appointment.

Possession of a California Notary Public designation.

Possession of designation as a United States Department of State, Bureau of Consular Affairs U.S. Passport Acceptance Agent designation.

08-28-19

08-25-12 City Clerk Technician I/II

02-18-06 City Clerk Technician 09-17-01 Records Coordinator