

**CITY OF BELLE GLADE
CLASS DESCRIPTION
2000**

CLASS TITLE: DEPUTY CITY CLERK

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to assist the City Clerk and provide clerical and administrative support to City Clerk's Office. The class is responsible for responding to citizen or staff requests, public notices, agendas and minutes, assisting with elections, records management and other clerical duties as directed. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

ESSENTIAL TASKS

The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

Assists City Clerk and acts in his/her behalf during absences.

Meets with citizens, staff, or public or private activities; assists with public information or resolves problems.

Maintains Records Management Program, records retrieval, manages public documents or other official information.

Assists with elections; issues notices and assists candidates and citizens by providing information.

Provides administrative services such as notary, processing fiscal documents, managing correspondence.

Attends board and committee meetings; prepares minutes.

Performs routine office tasks, such as typing, filing, faxing, phoning, and copying.

INVOLVEMENT WITH DATA, PEOPLE, AND THINGS

DATA INVOLVEMENT: Data are information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Requires gathering, organizing, analyzing, examining, and/or evaluating information and may prescribe action based on such information.. Summarizes, tabulates, or formats data or information in accordance with a prescribed schema or plan.

PEOPLE INVOLVEMENT: People include coworkers, workers in other areas or agencies and the general public.

Requires giving information, guidance, or assistance to people which directly facilitates task accomplishment; may give instructions or assignments to helpers or assistants.

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INVOLVEMENT WITH THINGS: Things are inanimate objects such as substances, materials, machines, tools, equipment, work aids, and products. A thing is tangible and has shape, form, and other physical characteristics.

Handles or uses machines, tools, or equipment that require moderate instruction and experience such as computers and software programs such as word processing, spreadsheets or custom applications.

COGNITIVE REQUIREMENTS

REASONING REQUIREMENTS: Reasoning requires consideration of factors and variables to derive solutions to problems.

Performs skilled work involving rules/systems but solves problems almost constantly.

MATHEMATICAL REQUIREMENTS: Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.

Performs addition and subtraction, multiplication and division and/or calculates ratios, rates and percents.

LANGUAGE REQUIREMENTS: Language involves the ability to read, write, and speak.

Reads journals, manuals, and professional publications; speaks informally to groups of coworkers, staff in other organizational agencies, the general public, and people in other organizations; composes original reports and other written materials using proper language, punctuation, grammar, and style.

MENTAL REQUIREMENTS: Mental ability involves analysis, initiative, ingenuity, creativity, and concentration required by the job and the presence of any unusual pressures present in the job.

Performs specialized clerical, and administrative work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; applies administrative or professional principles and practices, and uses a wide range of administrative methods in the solution of problems; requires normal attention with long periods of concentration for accurate results and occasional exposure to unusual pressure.

VOCATIONAL/EDUCATIONAL AND EXPERIENCE PREPARATION

VOCATIONAL/EDUCATIONAL PREPARATION: Vocational/Educational preparation includes job specific training and education required for entry into this job. The training and education may be acquired in a school, work, military, institutional or vocational environment. It does not include the orientation time required of a fully qualified worker to become accustomed to the special conditions of any new job, nor does it include the amount of time that a worker spends to learn reasoning, language, and mathematical skills, which are often learned in school.

Requires Associates Degree, Vocational Technical Degree, or specialized training equivalent to satisfactory completion of two years of college education with emphasis in business, public service, computer information systems, or a closely related field.

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SPECIAL CERTIFICATIONS AND LICENSES: Special Certifications and Licenses refers to state, federal, or professional certifications or licenses required to enter or maintain the job.

Notary Public License

EXPERIENCE REQUIREMENTS: Experience refers to the amount of work experience that is required for entry level into the position that would result in a reasonable expectation that the employee can perform the job. It may be experience that can be gained on the job or experience in a previous job.

Requires over two years and up to and including three years experience in related field.

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

PHYSICAL AND DEXTERITY REQUIREMENTS: Physical and dexterity refers to the requirement for physical exertion and coordination of limb and body movement.

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.

ENVIRONMENTAL HAZARDS: Environmental hazards refers to the job conditions that may lead to injury or health hazards even though precautions have been taken.

The job risks exposure to no significant environmental hazards.

SENSORY REQUIREMENTS: Sensory ability refers to hearing, sight, touch, taste, and smell required by the job.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, and texture perception.

JUDGMENTS AND DECISIONS

JUDGMENTS AND DECISIONS: Judgments and decisions refers to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.

Guides others, making frequent decisions, affecting the individual, coworkers, and others that depend on the service or product.

ADA COMPLIANCE

The City of Belle Glade is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.