



CITY OF CHINO

City Clerk

Definition:

Under general direction, performs responsible administrative work in directing the activities of the City Clerk's office, which are specified generally in California statutes and in ordinances adopted by the City Council; coordinate municipal elections; direct the City-wide Records Management Program; provide responsible and complex administrative support to the City Council; and performs related work as assigned.

Class Characteristics:

The City Clerk serves as custodian of the official records, books, and minutes of the City Council. The incumbent has responsibility for planning and directing the conduct of municipal elections.

Essential Functions:

- Direct, administer, and coordinate the operations and activities of the City Clerk's office including City Council related services; attend City Council meetings and prepare timely permanent minutes of these meetings; oversee agenda and agenda packet preparation for City Council meetings; direct the publication, filing, indexing, and storage of all proceedings of the City Council.
- Provide direct assistance to the City Council, City staff, the public, City committees and other agencies; respond to inquiries and provide information regarding City policies and procedures; may investigate and resolve citizens' questions/inquiries on behalf of the Mayor and/or City Council.
- Research, retrieve, and provide information pertaining to minutes, ordinances, resolutions, and history of the City.
- Administer Oath and Affirmation; serve as Custodian of the City Seal.
- Conduct research, retrieve, and compile data for grants and other funding sources available to the City.
- Coordinate grants/funding information with outside consultants.
- Plan and supervise the retention, maintenance, distribution, and filing of records and documents related to transactions of the City, and its employees, including ordinances, resolutions, deeds, contracts, agreements and other documents, notices, minutes, reports and related papers; oversee the maintenance and updating of the Chino Municipal Code and California statutes.
- Direct the City-wide Records Management Program; plan and administer the annual destruction of records; provide information to other departments concerning records management; take notes at public meetings; post and advertise requirements and procedures for public meetings.
- Coordinate with the county in the conduct of municipal elections; oversee the preparation of appropriate resolutions and ordinances in conjunction with requirements for, and results of the election; schedule and prepare necessary documentation for Council to certify elections; and post election results.

- Execute and certify official documents; oversee the publication of certain official notices and advertisements; record various documents with state, federal, and county governments.
- Accept, verify, and maintain FPPC filings from candidates for office; provide information to candidates about the City, responsibilities of the Council and/or Mayor, extent of authority, election signs, and requirements for filing campaign expenditures and donations; oversee the transmittal of information on candidates to the county for printing of ballots; process the filing of Conflict of Interest and election campaign statements; oversee annual updates to the City's Conflict of Interest Code.
- Monitor and participate in the development and administration of the City Clerk's budget.
- Represent the City in contacts with the public, other agencies and their representatives, and professional organizations.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. The incumbent will possess the most desirable combination of training, skills, and experience, as demonstrated in his/her past and current employment history. A typical example includes:

Education:

- High School Diploma or G.E.D. (required)
- Training in secretarial and business procedures

Experience:

- Two years of progressively responsible experience in a City Clerk's office, including some supervisory and records management experience.

Thorough knowledge of:

- Principles and methods of records management and related legal requirements.
- State and local laws concerning public meetings, the conduct of elections, and voting requirements.
- Minute taking procedures.
- City organization and functions of the various departments in the City.
- Requirements of the various City boards and commissions.
- Data processing systems/applications.
- Recordkeeping and budgeting procedures.

Skill in:

- Operation of a variety of office equipment, including typing at a *minimum* rate of 60 net words per minute.

Ability to:

- Research, prepare, and present reports on a variety of subjects.
- Read and interpret legal documents.
- Serve as a liaison to other City personnel, other agencies, and the public.
- Communicate clearly and concisely, both orally and in writing.
- Administer oaths.
- Deal tactfully and courteously with internal and external customers.
- Understand, explain, and apply laws, ordinances, rules and regulations, policies and procedures.
- Use and edit documents for correct English grammar, punctuation, and spelling.
- Operate a computer and utilize a variety of software programs.
- Deal constructively with conflict and develop effective resolutions.
- Establish and maintain effective relationships with the community at-large, the City Council, public officials, boards and commissions, other agencies and their representatives, and professional organizations.
- Handle confidential matters with discretion.

Special Requirements:

- Possess a valid Class C California Driver License and a satisfactory driving record.
- Possess, or have the ability to obtain, a Notary Public commission.
- Successfully pass a typing test at a *minimum* rate of 60 net words per minute, with no more than 10 errors.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

Physical Profile:

Category I: 4, 7, 12.

Link to description [here](#)

Employee Unit:

Unrepresented Management

Revised: 7/1/2014

Replacing City Clerk classification specification 1/4/2010.

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