

City and Borough Sitka, Alaska

Class Specification

Class Title	Assistant Clerk
Class Code Number	
FLSA Designation	Confidential
Pay Grade and Range	28
Effective Date	10/13/10

General Statement of Duties

Provides a high level of administrative and support duties for the Municipal Clerk and Governing Body. Assists in the overall planning, administrating and operating of a variety of functions prescribed by the City Charter, Sitka General Code, and state laws. Assumes full duties of the Deputy Clerk/ Municipal Clerk in either or both of their absence.

Distinguishing Features of the Class

The principal function of an employee in this class is to aid the Municipal Clerk in a full range of administrative functions. The work is performed under the supervision of the Municipal Clerk and/or Municipal Administrator, but considerable leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other department and city employees, state and federal officials and the public. The employee should be resourceful, have a willingness to accept diverse work assignments, and have the ability to coordinate numerous small and large projects. This position will serve as the Deputy Clerk and/or Municipal Clerk in the absence of those individuals.

Examples of Essential Work (Illustrative Only)

- Provides a variety of complex administrative support to the Municipal Clerk and Governing Body in a multi-task, deadline driven environment;
- Provides general information about the department to municipal staff and the public, in person and over the phone;
- Maintains calendars and arranges and publicizes meetings for other public officials when requested;
- Arranges travel, per diem and conference registrations for all appropriate personnel including the Municipal Assembly; tracks travel per diem for the Municipal Assembly;
- Arranges for meals for any special meetings or work sessions of the Municipal Assembly;
- Copies and assists in the distribution of Assembly meeting packets. Assists in preparation of ordinances, resolutions and meeting minutes;
- Serves as the Deputy Clerk and/or Municipal Clerk in either's absence; attends evening meetings as required;

- Assists in the preparation of the Municipal Assembly's budgets;
- Composes, edits, types and proofs various documents;
- Assists with preparation for monthly government-to-government meetings;
- Supply procurement;
- Assists in the ongoing development and maintenance of information and sensitive records management systems; researches and disseminates documents to appropriate City and Municipal personnel and the public as necessary;
- Assists with the maintenance of the Municipal Clerk's webpage;
- Assists in the preparation and conduct of municipal and state elections;
- Facilitates in ceremonial presentations;
- Provides notary public services;
- Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

- Computer literate with proficiency in standard and customized software;
- Proven ability to maintain confidentiality;
- General knowledge of complex analytical studies and interpreting laws and ordinances;
- Ability to attend evening meetings, if necessary;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to deal effectively with a wide range of persons, including sensitive situations in which individuals may be highly upset over some issue involving Municipal activities or policies;
- Ability to establish and maintain effective working relationships with staff, public and officials in a tactful, pleasant, courteous, and diplomatic manner;
- Ability to build and maintain spreadsheets by developing formulas to add, subtract, multiply, divide and derive percentages;
- Ability in writing to prepare correspondence and spreadsheets at an executive management level;
- Ability to accurately type and word process materials at a high rate of speed;
- Ability to learn and articulate Municipal policies and Departmental rules, procedures, practices, laws, and objectives;
- Ability to understand and follow oral and/or written policies, procedures, and instructions; and to interpret legislative law;
- Ability to prepare and present accurate and reliable reports, often containing complex findings and recommendations;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Minimum Associates Degree or equivalent with a minimum of five years complex administrative experience.

Comprehensive experience with software programs.

Any equivalent combination of experience, education and training which provides the knowledge, skills

and abilities necessary to independently perform work in the Municipal Clerk's Office.

Required Special Qualifications
--

- Notary Public
- Driver's License
- Ability to work towards certification in the field or closely related field

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review documents in electronic and hard copy form;
- Employee may sit to perform work, however, there may be some walking, standing, bending, lifting (up to 50 pounds), and carrying and lifting of items such as filing boxes and files; climbing a small ladder, driving an automobile and other types of physical activity.
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate computers and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function in a general office environment and visit various departments throughout the City and Borough of Sitka.

• • • END • • •