

# **Sr. Deputy City Clerk**

## **Job Description**

**Job Code:** SS - Yes  
**Exempt:** No  
**Department:** City Clerk Office  
**Reports To:** City Clerk  
**Location:** City Hall  
**Date Prepared:** July 21, 2022  
**Date Revised:** July 21, 2022

### **GENERAL DESCRIPTION OF POSITION**

This safety sensitive (SS) position supports the office of City Clerk, fulfilling the duties as prescribed by law. This position contributes to the smooth operation of the department and affects the public image of the city.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Administrator for Legistar software and Granicus hardware which includes training city employees on Legistar software and troubleshooting problems related to Legistar.
2. Provide strong customer service. Answer the phone and serve as an informational assistant for phone and walk-in customers.
3. Assist with the maintenance of the City Clerk web site and social media accounts.
4. Agenda preparation including entering of legislative items into Legistar for City Council and City Council Committee meetings, notification and distribution.
5. Preparation of minutes, resolutions, ordinances, and contracts for execution by City Officials.
6. Maintenance of city records which include property deeds, cemetery plots, plats, videos and contracts.
7. Assist citizens on the proper process for zoning changes, abandonments, technical codes, etc.
8. Assist with the codification of the Jonesboro Code of Ordinances.
9. Become a Notary Public and witness for city business and city employees.
10. Handle legal publications.
11. Handle multiple projects simultaneously and use good judgement in prioritizing work assignments.
12. Assist with legislative research of city documentation.
13. Assist as backup in case City Clerk is unable to attend meetings.
14. Attend meetings related to city government which include the Arkansas City Clerks, Records and Treasurer's Association and the Arkansas Municipal League.
15. Perform any other related duties as required or assigned.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **EDUCATION AND EXPERIENCE**

Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 3 years related experience and/or training, or equivalent combination of education and experience.

### **COMMUNICATION SKILLS**

Must be able to communicate with the public at any time.

### **MATHEMATICAL SKILLS**

Must be able to calculate costs for publications.

### **CRITICAL THINKING SKILLS**

Must be able to utilize critical thinking skills on a daily basis.

### **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

Valid driver's license

### **PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

Not indicated.

### **SOFTWARE SKILLS REQUIRED**

Proficient in Word, Excel, Access.

### **INITIATIVE AND INGENUITY**

#### **SUPERVISION RECEIVED**

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

#### **PLANNING**

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

#### **DECISION MAKING**

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

### **MENTAL DEMAND**

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

## **ANALYTICAL ABILITY / PROBLEM SOLVING**

Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

## **RESPONSIBILITY FOR WORK OF OTHERS**

Responsibilities may include but not limited to interviewing, hiring and training employees.

Checks work; assists and instructs as required, but performs same work as other staff, or closely related work, most of the time. Content of the work is of a non-technical nature and does not vary in complexity to any great degree.

## **RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

No responsibility for this factor.

## **ACCURACY**

Probable errors would not likely be detected until they reached another department, office or patron, and would then require time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

## **ACCOUNTABILITY**

### **FREEDOM TO ACT**

Freedom to complete duties as defined by wide-ranging policies and precedents.

### **ANNUAL MONETARY IMPACT**

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, and savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

### **IMPACT ON END RESULTS**

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

## **PUBLIC CONTACT**

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in problems for the organization.

## **EMPLOYEE CONTACT**

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations; limited responsibility for action and decision reverts to others.

**USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Occasional use of highly complex machines and equipment; specialized or advanced software programs.

**WORKING CONDITIONS**

Periodically exposed to such elements as noise, intermittent standing, walking, occasionally pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

**ENVIRONMENTAL CONDITIONS**

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**PHYSICAL ACTIVITIES**

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Semi-repetitive, low physical. Semi-repetitive type work which requires periods of concentration for varied time cycles as prescribed by the tasks.

**ADDITIONAL INFORMATION**

Not indicated.