

**DEPUTY CITY CLERK****SUMMARY:**

Under limited supervision, performs work related to planning, coordinating and overseeing elections and supervising support staff assigned to the City Clerks Office; and performs related duties as assigned.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics). This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.*

**DUTIES AND RESPONSIBILITIES:** *(which are **not** in any hierarchical order)*

1. Plans, coordinates, and supervises annual City elections and all special elections which includes: contacting and securing 48 polling locations, contact 200 pollworkers to work figures dates, and type candidates information booklet, type departmental working calendar, work with all candidates running for office, prepare candidates packets, advertise all legal advertisements in accordance with state law, prepare ballot language and information and send to the County for printing, type resolution calling election and agenda memorandum, hold training classes for workers, do payroll for workers, pay polling locations, monitor all campaign treasurer's reports and check for accuracy, answer telephone inquiries for information and/or copies, type resolution declaring election results and the agenda memorandum, and pay all invoices to Palm Beach County for the use of their equipment.
2. Oversees and monitors the workload of subordinates and progress.
3. Administrator of the Records Retention section of the City Clerk's Office and responsible for 100% of the annual performance appraisal for the Records Retention Technician. The entails interacting with the State of Florida Bureau of Archives to research information essential to record retention procedures.
4. Attends and records all City Commission workshops.
5. Review all City Commission documents prior to the Commission meeting for completeness and accuracy and if there is a discrepancy, return to the Law Department for necessary changes and/or corrections.
6. Pay the invoices for the City for the Palm Beach County Recording Office, Palm Beach Newspapers, and Pierce Leahy for all City departments, timekeeper and records keeper for Clerk's staff and completes inventory report for cemetery.
7. Prepares election budget and monitors election and department's budget.
8. Acts as the City Clerk in the absence of the City Clerk.
9. Administers oaths and affirmations.
10. Extensive research for the Law Department and administration.

**KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

- Knowledge of basic legal terminology.
- Knowledge of principles of effective supervision.
- Knowledge of Florida state laws, City resolutions, regulations, statutes and codes governing elections and records retention.
- Knowledge of math principles.
- Knowledge of record retention schedules for the City.
- Knowledge of general office procedures, methods, and equipment.
- Knowledge of effective customer service techniques.
- Skill in using general office equipment such as telephone, fax, transcriber, tape duplicator, dual tape recorder, printers, copiers, and computers.
- Skill in organizing large events.
- Skill in researching issues, compiling data and preparing a report of findings.
- Skill in taking dictation and transcribing notes into meeting minutes.
- Skill in prioritizing tasks with competing demands to ensure work is completed in a timely manner.
- Skill in preparing clear and concise reports, memoranda, and correspondence.

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- Ability to communicate effectively with others, both orally and in writing.
- Ability to deal effectively with the general public.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves sedentary to light work in an office setting. There is frequent need to sit for prolonged periods and use the hands for data input. There is occasional need to stand, walk, reach with hands and arms and lift light objects (up to 10 pounds) and perform other similar actions during the course of the workday. The City of West Palm Beach promotes and maintains a drug/alcohol free work environment through the use of mandatory pre-employment and random drug testing for certain employees.

**MINIMUM QUALIFICATIONS:** High School diploma or GED and four (4) years general office experience, or any equivalent combination of training and experience. Two (2) years of experience in municipal clerk's office, required. Ability to obtain Certified Municipal Clerk status within five (5) years from date of employment.

State of Florida valid driver's license, required. A valid driver's license from any state (equivalent to a State of Florida Class E) may be utilized upon application; with the ability to obtain the State of Florida driver's license within 30 days from day of appointment.