



**CITY OF HAWTHORNE
CITY CLERK DEPARTMENT
DEPUTY CITY CLERK
Classification Specification
(Classified)**

JOB SUMMARY

Under general supervision from the City Clerk, handles documents and records; performs assigned fiscal and clerical duties; and does other related work as required.

SUPERVISION RECEIVED

The Deputy City Clerk will report to the City Manager, department head, or designee.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is a list of typical duties assigned to the Deputy City Clerk. The duties included on this list are examples and are not intended to be all-inclusive or restrictive:

- Assists in maintaining Official City Documents and Records including books, papers, bonds, contract, insurance policies, City Ordinances, Resolutions, judgments, official publications of notices, hearings;
- Maintains State and Federal records;
- Accepts communications for City Council, issues business licenses, may prepare City Council agendas, checks names on petitions and other documents against official registration lists;
- Takes affidavits;
- Answers questions from the general public and others;
- Assists City Clerk in elections, serves for City Clerk in his/her absence.

MINIMUM QUALIFICATION

Education, Training, & Experience

Graduation from high school and three (3) years experience in responsible clerical work.

Knowledge, Skills and Abilities:

- Clerical and financial recordkeeping procedures, of filing systems and of the operation of standard office equipment;
- Plan and maintain adequate records and procedures;

- Accurately use figures, grammar, punctuation and spelling;
- Make accurate comparisons and computations;
- Establish and maintain effective public relations;
- Learn and explain a wide variety of technical procedures and policies;
- Locate, classify and interpret a variety of statistical and related information;
- Do typing and clerical work involving independent judgment and initiative; and
- Plan and supervise the work of others.

Licenses, Certificate and/or Special Requirements

- Must possess a valid California Class C driver's license.

PHYSICAL DEMANDS

While performing the duties of this job, the employee may frequently drive to specific locations; works outdoors and within office setting. The employee is frequently required to walk, stand, stoop, kneel and use arms, legs and back to occasionally lift and/or move up to 25 pounds. This position also requires the ability to sit for up to three (3) hours at a time. Will use arms to reach and carry and use hands to operate, finger, handle objects and controls. Vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORKING CONDITIONS

May be required to work shifts, weekends, and/or holidays and subject to call emergency call in.

FLSA Status: Non – Exempt
Bargaining Unit: HMEA
Civil Service Status: Classified

Revised: February 2022
CSC Approved: 02/17/2022