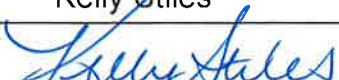


CITY OF UNALASKA

POSITION DESCRIPTION

Job Class: Exempt	Job Title: Deputy City Clerk
Supervisor: City Clerk	Department: City Clerk's Office
Wage Grade: C41	Status: Full Time
Probationary Period: 6 Months	Union: Non Union
DEPARTMENT REVIEW	
Submitted By: Elizabeth Masoni/Cat Hazen	Date: 4/21/14
Reviewed By: Kelly Stiles	Date: 4/21/2014
HR Approval: 	Date: 4/21/2014

A position description is written to describe work currently organized and performed by a fully qualified employee (who possesses the knowledge, skills, and experience required by the position). One should be on file for each regular position. Attach a copy of the last position description prepared for this position.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview, successful completion of pre-employment drug screening, and reference or background check; job related tests may also be required.

The duties listed in this position description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This position description outlines the general requirements and duties of the position. This position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

When was the last time this position description was updated? Date: **08-2012**

What is the overall purpose and objective of this position (why does this position exist)?

Under general direction, performs billing, collection, and investigation activities for the secured, unsecured, and supplemental tax rolls; responds to property tax and general collection inquiries from the public; assists the City Clerk with daily

operations of the department. Assists the City Clerk in carrying out all functions of that office, including preparation of agenda and minutes, maintenance of official City records, preparation for and conduct of City elections. Assists the City Clerk in carrying out the programs and activities of the City Clerk function and serves as acting City Clerk in the City Clerk's absence.

Explain the level of supervision received: **Direct supervision from City Clerk**

Explain the level of supervision this position exercises: **Provides guidance for City Clerk Administrative Assistant**

ESSENTIAL DUTIES AND RESPONSIBILITIES

List the major responsibilities of the job. The list may not reflect the ranked importance of each responsibility or the main functions of the job.

1. Responds to phone and walk-in inquiries from property owners, developers, business owners, and other debtors regarding property tax bills and payment plans and options; and prepares related written correspondence to the public;
2. Explains complex laws in understandable terms;
3. Researches and addresses tax administration and collection issues concerning sales tax, property tax, bed tax, and raw seafood tax;
4. Assists the City Clerk in conducting City elections; performs pre-election support functions; and provides information to candidates and the public on election and candidacy requirements and procedures;
5. Assists in the selection and implementation of improved computerized programs in conjunction with departmental activities;
6. Notarizes and certifies City documents;
7. Administers all licensing and permitting processes including, but not limited to, business licenses, liquor licenses, and taxi permits;
8. Assists City Clerk by reviewing and editing reports; preparing financial, statistical, or written reports; performing special projects; and may act for the City Clerk in his or her absence;
9. Prepares required information for City audit;
10. Prepares journal entries and account reconciliations for City Clerk's Department
11. Prepares various documents and materials, including, but not limited to, correspondence, legal notices, proclamations, resolutions, ordinances, and reports and publications;
12. Assists with coordinating processing and dispensing public information requested under the Freedom of Information Act;
13. Provides information and access to City records to City staff and the public; conducts research on the more complex inquiries;
14. Performs billing and collections for Local Improvement District Special Assessments; and
15. Performs other duties as assigned.

Does this position have access to confidential information? Yes X No

If yes, please provide detail.

Does this position have access to or handle City funds? Yes X No

If yes, please provide detail. **Position receives funds to assign property receipting code or to forward to Finance Department. Position has access to City funds through approval of payment authorizations and purchase orders for the City Clerk's Department. Position administers City Clerk's Department budget in absence of City Clerk.**

Is it important to this position that the incumbent be able to communicate fluently in English? Yes X No If yes, please explain. **Position works with written and oral instructions and/or directions to and/or from various sources. Position deals extensively with public**

What are the minimum qualifications necessary for this position?

Education and Experience:

- An Associate degree or substantial college-level coursework in business, accounting, public administration, communications or a related field or an equivalent level of training and experience.
- Four years of progressively responsible management and administrative experience involving fiscal management, personnel management, records management, information technology management, or other services typically provided by the City Clerk, such as conducting elections or providing City Council support.
- Valid Alaska Driver's license or the ability to obtain one within 90 days if employment

What are the preferred qualifications for this position?

- Bachelor's degree in business, public administration, communications or a related field;
- Certified Municipal Clerk designation; and/or
- Current commission as a Notary Public issued by the State of Alaska.

List the necessary knowledge, any special training, skills, and abilities to qualify for this position:

- Ability to establish and maintain effective working relationships with staff, co-workers, and the public; communicate effectively verbally and in writing; and work independently.
- Demonstrated ability to learn and apply management practices, analyze problems, identify solutions, project consequences of proposed actions, and make and implement recommendations.

- Ability to communicate clearly and concisely, both orally and in writing, and to read, interpret, and apply complex laws, ordinances, rules, and regulations.
- Ability to organize work, set priorities, meet critical deadlines, and follow work assignments with a minimum of supervision
- Ability to establish and maintain effective working relationships with City staff, elected officials, other public and private organizations, the media, and the public.
- Ability to understand and follow complex instructions, manage multiple tasks, and work effectively under stress and with interruptions, within deadlines, and with changes in work priority; exercise independent judgment and initiative within assigned areas of management and fiscal functions; exercise tact and diplomacy in interpersonal dealings that are difficult, highly sensitive, and confidential.

List any required technical skills (typing, computer skills, diesel mechanics, etc.):

- Ability to operate a personal computer, standard office equipment, and telephone and voice mail systems;
- Working knowledge of standard office administrative practices and procedures;
- Ability to proofread materials for conformance with City policies and procedures and for correct English usage;
- Some knowledge of basic municipal finances, budgeting, and accounting methods;
- Working knowledge of general record keeping and filing systems

Check any of the following factors that are important to successful performance in this position:

Problem Solving	X	Bilingual	o
Analytical Ability	X	Interpersonal Skills	X
Communication Skills	X	Dexterity	X

Describe the requirements of this position, which make these factors important: **This position will respond to a wide variety of non-routine requests and demands from the public and employees. The person selected must be able to effectively communicate a wide variety of information and meet department and City of Unalaska directives.**

LEGAL REQUIREMENTS

Are there any local, State, or Federal training, certification(s), or standards required for this position? If so, please provide detail: **As a condition of employment, the person selected will be required to successfully complete a drug test prior to beginning work. Valid Alaska Driver's license or have the ability to obtain one within 90 working days. Must be a citizen of the United States of America.**

Is there any training, certification(s), or standards required for this position after he/she has been hired which an employee must pass to retain this position? If so, please provide detail: **All required certifications and licenses must remain current for the for the duration of employment.**

WORKING CONDITIONS

Are there particular working conditions associated with this position, which should be noted (i.e., working environment, hours of work, travel, work space, inclement weather, etc.)? Yes X No If yes, please explain: **Work environment is consistent with normal office setting. On occasion, position will do daily mail runs or posting of meeting notices in less than perfect driving conditions. Occasional emergency or non-traditional work hours may be necessary.**

ANALYSIS OF PHYSICAL DEMANDS OF POSITION

Check physical demands that apply.

Describe job responsibilities, which require physical demands checked.

- | | | | | |
|----|------------------|----------|---|-------------|
| 1. | Strength | | | |
| | a. | Standing | X | 10% of Time |
| | | Walking | X | 10% of Time |
| | | Sitting | X | 80% of Time |
| | b. | Lifting | X | 35 lbs. |
| | | Carrying | X | 35 lbs. |
| | | Pushing | o | lbs. |
| | | Pulling | o | lbs. |
| 2. | Climbing | o | | |
| | Balancing | o | | |
| 3. | Reaching | X | | |
| | Handling | o | | |
| 4. | Stooping | X | | |
| | Kneeling | o | | |
| | Crouching | o | | |
| | Crawling | o | | |
| 5. | Speaking | X | | |
| | Hearing | X | | |
| 6. | Seeing | X | | |
| | Depth Perception | o | | |
| | Color Vision | o | | |
- Position works with public in person and on telephone, files, operates office machines, and sets up for meetings. Position performs assists with records retention requiring lifting and carrying of banker boxes**
- Position required to assemble council packets & place records boxes on shelves**
- Position required to operate copy machine and lift boxes of paper**
- Position required to operate phone system & assist public**
- Position required to assist public, review documents, post cash payments on computer**

HISTORY SUMMARY

November 2001 – Included probationary period on page 1. Removed “Department Head” and included “Director” approval on page 1. Removed percentages from job responsibilities on page 2. Included current drug testing and non-traditional work hours language.

May 2003 – Removed incumbent. Included probationary period. Changed signature blocks. Included selection guidelines. Put JD in current format. Made minor language changes.

February 2009 – Removed grant reporting from job responsibilities. Made minor formatting changes.

August 2012 – Changed duties and responsibilities. Upgraded wage grade to 12.

March/April 2014-Updated wage scale based on classification and compensation study to C41; changed position from a non-exempt to and exempt level position due to increased responsibility. Added US citizenship requirement.