



# City of Tempe

## CITY CLERK ASSISTANT

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	598	<i>Department / Office:</i>	City Clerk
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	City Clerk Assistant
<i>Safety Sensitive/Drug Screen:</i>	No	<i>Physical:</i>	No
Click <a href="#">here</a> for more job classification information including current salary range			

REPORTING RELATIONSHIPS
Receives general supervision from management.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Two (2) years of administrative support, court reporting, records management or legal writing/editing experience, including public contact. Experience in municipal or government setting is preferred.
<i>Education:</i>	High school diploma, GED, or equivalency. Associate degree is preferred.
<i>License/Certification:</i>	Possession of, or required to obtain within six (6) months Arizona Notary Public Commission.

ESSENTIAL JOB FUNCTIONS
Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.
To actively support and uphold the City’s stated mission and values. To perform a variety of legal, clerical, technical and customer support functions in the assistance of City Clerk programs.

OTHER DUTIES AS ASSIGNED
Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.
<ul style="list-style-type: none"> <li>• Compose and proofread a variety of documents including general correspondence, contracts, resolutions, ordinances, City Council agendas, legal action summaries, minutes and general reports. May sign and distribute Council documents.</li> </ul>

- Establish, organize and maintain electronic and hard copy filing systems; perform record keeping for various programs, order and maintain inventory for office supplies and City Clerk program files; handle and maintain sensitive and confidential information and records.
- Serve front desk functions; answer the telephone, respond to general in-box emails and wait on the general public, accept notices of claim, subpoenas, provide routine and general information on departmental and City Council processes and procedures as required; refer telephone calls and emails to appropriate department personnel.
- File and maintain official City records in a variety of formats including PDF/A, microfilm, microfiche, etc. This includes research and handling of Public Records Requests.
- Establish and maintain effective working relationships with the Mayor, City Council, City Staff, outside agency officials and members of the public.
- Compile and organize data and background research material using a variety of software systems and prepare a variety of statistical, financial and special project reports. Verify and tabulate statistical data.
- Verify and review materials for completeness and conformance with established statutory requirements; conform with applicable statutes and policies in determining retention and disposition of official City records
- Assist with the filing process for candidate petitions, Campaign Finance Reports, Lobbyist Reports. May assign work to temporary staff.
- Perform a variety of routine clerical work including filing, billing, invoicing, verifying and recording information on records.
- Compile data for statistical and financial reports; maintain a variety of statistical records; check and tabulate basic statistical data; prepare simple statistical reports.
- Process personnel payroll and purchasing information; enter requisitions, order and maintain office supplies; enter work orders, resolve errors on orders received and on invoices. Perform record keeping for various funds and expenditures; maintain inventory records and other department and program files.
- Maintain calendars and schedules of activities, community rooms, meetings and various events; set meetings and appointments; coordinate activities with other City departments, the public and outside agencies; coordinate travel arrangements, payments and reconciliations; ensure that meeting facilities are prepared.
- Implement and assist in developing procedures and policies related to assigned functions.
- May maintain and control petty cash fund; accept payment of fees and make change; maintain and process cash records.
- Perform related duties as assigned.

## PHYSICAL DEMANDS *AND* WORK ENVIRONMENT

- Work is performed in a general office environment with moderate noise;
- Operate a variety of standard office equipment including a computer, telephone, calculator, copy machine;
- Continuous and repetitive arm, hand and eye movement;
- May work in a stationary position for considerable periods of time;
- May lift and carry materials weighing up to 50 pounds;

- May require extensive reading and close vision work;
- May require working extended hours;
- May work alone for extended periods of time;
- May travel to/from meetings and various locations.

## COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ : Competencies</a></p>		

## JOB DESCRIPTION HISTORY

*Effective April 2022*