

CLASS TITLE: DEPUTY CITY CLERK

PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for the custody, management and maintenance of all official City records and performs other related assigned duties.

ESSENTIAL TASKS:

- Prepares, assembles and distributes agendas and minutes for meetings of the Mayor and other City of Tulsa boards and committees
- Attends Mayor's Management meetings
- Reads correspondence, ordinances and other documents
- Keeps records of all official actions of the Mayor and the City of Tulsa
- Serves as custodian of the City's seal and of all documents, records and archives as provided by law, ordinance or order of the Mayor
- Maintains an information and records management system and written procedures for the indexing, filing and monitoring of all official City documents
- Assists in developing City Clerk's annual budget
- Maintains and monitors City Clerk's financial and personnel records utilizing the City's financial and personnel/payroll systems
- Supervises and trains imaging operators in scanning and indexing
- Develops document types and Request for Actions for Imaging System
- Supervises and trains clerical personnel
- Screens material as to relative importance and urgency prior to preparation for presentation to the Mayor's Agenda
- Submits documents requiring City Council approval to the Council Secretary
- Presents items not listed on agenda for consideration
- Answers questions concerning the City government by mail, in person or by telephone
- Ensures deeds, dedications, warrants and other documents are submitted to the proper county officials for recording and filing
- Posts open meeting notices
- Enters the necessary advertising in connection with ordinances, bids and other matters
- Proofreads printer's drafts and other material prior to publication
- Arranges for the printing of official documents and notices
- Provides customer service to citizens and City staff who have inquiries concerning the City of Tulsa
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with an associate's degree in office administration, supplemented by coursework in business or public administration; and three (3) years of progressively responsible secretarial experience, including experience leading other clerical staff and serving as secretary to a board or committee; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of business English, spelling and commercial arithmetic; comprehensive knowledge of modern office practices, procedures and methods; considerable knowledge of indexing and filing procedures, particularly as relating to the maintenance of official City records; and considerable knowledge of the legal requirements and procedures involved in the custody and use of official City records. Ability to plan, assign and supervise the work of clerical subordinates; ability to take and transcribe oral dictation with speed and accuracy; ability to make decisions in accordance with laws, ordinances, regulations and departmental policies and procedures; ability to understand and follow brief verbal and written instructions on complex matters; ability to maintain files and to train subordinates in their use and care; and the ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding. Advanced skill in the use of computers and software applications.

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Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting, carrying, pushing, and pulling up to 20 pounds; subject to walking, standing, sitting, reaching, bending, kneeling, climbing, and handling; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: None required.

WORKING ENVIRONMENT: Working environment is indoors in an office setting.

Class Code: 2553

EEO Code: N-03

Pay Code: AT-28

Group: Clerical and Administrative

Series: Typing, Stenographic and Secretarial

Effective Date: May 08, 2003