

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: DEPUTY CITY CLERK
DEPARTMENT: CITY CLERK
REPORTS TO: CITY CLERK

JOB CODE: 1710
DATE: 02/20

JOB SUMMARY:

Performs highly responsible administrative and professional work in assisting the City Clerk in regard to all departmental operations associated with the City Council, elections, vital records and licensing. Assists the City Clerk in maintaining records of the City of Concord. Acts as the supervisor of the department in the absence of the City Clerk.

ESSENTIAL JOB FUNCTIONS:

Provides support to the City Clerk; work is performed under the supervision and direction of the City Clerk but individual must also exercise independent judgment and initiative for problem solving. Supervision is exercised over the work of the employees within the City Clerk's office as well as elected ward officials. The nature of work performed requires that an employee in this class establish and maintain an effective working relationship with City, State and other government officials, other City employees and the public. This position requires awareness and adherence to federal, state, and local laws relating to City Council, Elections and Vital Records. This position mandates the handling of confidential and/or sensitive information requiring the use of discretion.

City Council

- Assists the City Clerk with compilation, preparation and distribution of Council meeting agendas and packets.
- Transcribes the minutes of City Council meetings.
- Ensures that Council referrals are distributed to the proper departments and/or committees.
- Prepares the notification letters in follow-up to Council action.
- Composes proclamations, resolutions, reports and correspondences as requested.
- Numbers resolutions and ordinances passed by City Council.
- Ensures proper legal posting of upcoming public hearings and meetings.
- Assists City Councilors, staff and the public with research and questions relating to council actions.
- Attends council meetings in absence of City Clerk.
- Indexes City Council action to ensure historical records are kept and locatable.

Elections

- Assists with municipal, state, federal, and special election processes and Election Day activities.
- Helps ensure that all federal, state and local laws are followed by staff and elected officials; including but not limited to laws pertaining to equipment/voting machines, Election Day paperwork, and legal postings of all election related documents.
- Assists with ballot layout and printing; ensures and maintains the accuracy of voting equipment.
- Tests ballot counting machines in accordance with federal and state laws to ensure the accuracy of voting equipment prior to all elections held within the city.
- Ensures that voting machines are properly sealed and activity logs are properly maintained by staff and/or ward officials.
- Assist in the development and training of election officials prior to all elections.
- Registers voters, including coordination of registration sessions outside of municipal offices.
- Represents the City of Concord on local government television channels and radio stations educating the public in matters pertaining to election processes.
- Generates various voter registration reports and checklists for elections.
- Assists with the assembly of election supplies and training materials to be used by election officials, updating the election manual as needed.
- Supervises and assists with the absentee ballot processes.

Vital Records

- Supervises the issuance, amendment, and accuracy of vital records processed within the City of Concord ensuring all tasks are completed in accordance with state laws.
- Oversees the issuance, maintenance and preservation of records within the Clerk's office.
- Acts as back up, as needed, in the issuance, amendment, and processing of vital records.

Dog Licenses

- Assist in the administration of dog licensing programs for the City of Concord.
- Assists with the maintenance of dog licensing records.
- Coordinates the annual summons process for unlicensed dogs with the Prosecutor's Office and Concord District Court; represents the City in court when necessary.
- Manages the daily issuance of dog licenses along with the daily balancing of dog receipts.
- Updates dog license information for the Police Department.

Additional Duties and Responsibilities

- Carries out supervisory and other responsibilities in accordance with City policies, procedures, and applicable laws including: interviewing, hiring and training; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Plans, allocates, and monitors schedules, staff, equipment, and other resources for the City to ensure efficient organization and completion of work.
- Performs those day-to-day activities that are required to keep the department functioning effectively, but are not specifically related to assignment.
- Communicates with and assists internal and external customers with request for information and documents.
- Informs the public and staff of laws, regulations, and procedures pertaining to City Clerk activity.
- Ensures that historic records are maintained in accordance with laws and regulations.
- Assists the City Clerk in the preparation and administration of the records, council, and election budgets and monitors expenditures and balances throughout the fiscal year.
- Maintains time and attendance records and processes the department payroll, including staff, City Council, and ward officials.
- Processes accounts payable, purchase requisitions, payment vouchers; interacts with vendors regarding supplies and equipment for City Clerk's office needs.
- Reconciles and balances daily cash and vital record transactions. Maintains the petty cash fund for the department.
- Maintains and reconciles the inventory and sales of the City's "pay as you throw" bags as well as Concord Area Transit bus tickets.
- Coordinates the preparation of the City of Concord annual report and resident guide.
- Manages office supply inventory and ordering.
- Attends meetings, conferences, and workshops to remain current on local, state, and federal laws.
- Records and processes, federal and state tax liens, and city welfare liens.
- Supervises the recording of various documents filed within the Clerks Office. I.E.- Articles of Agreements, Wetlands Applications, Dredge and Fill Permits, Liens, etc.
- Assists local law enforcement with processing arrest warrants.
- Notarizes and certifies documents.
- Performs the oath of office for elected/appointed committee members, ward officials, and City Councilors.
- Performs marriage ceremonies as needed.
- Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Personal Computer	Copier	Calculator	Shredder
Typewriter	Cash Register	Laminator	
Voting Machine (AVS tablets)	Fax Machine	Multi-line phone	Assessible Voting System

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

A two year degree in office management or other related field.

Two years of progressively responsible secretarial and administrative experience, including some experience interacting with executive level officials or staff.

Any combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

Licenses and Certifications:

Valid New Hampshire Drivers License.

Notary Public and Justice of the Peace (Preferred)

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Administrative policies and procedures pertaining to City government.

Relevant federal, state, and city laws and codes, including election and vital record laws, open meetings, and open records.

Record keeping, report preparation, and record management techniques.

Administration of staff activities, either directly or through subordinate supervision.

Methods and techniques of research, statistical analysis and report presentation.

Methods used to record minutes.

General office procedures and practices.

Word processors or computers.

Skill in:

Dealing courteously and diplomatically with the public, elected officials, and the media.

Analyzing and resolving office administrative situations and problems.

Communicating clearly and effectively, orally and in writing.

Typing at a rate of 55 words per minute using a word processor.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Accurately proofreading copy with accompanying knowledge of grammar, punctuation, and spelling.

Ability to read, analyze, and interpret periodicals, technical procedures or governmental regulations. Ability to prepare concise reports, business correspondence, procedure manuals, and other written materials. Ability to present information effectively and respond to questions from customers and the general public.

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Mental and Physical Abilities to:

Establish and maintain effective working relationships with others.

Work under pressure and handle deadlines.

While performing the essential functions of this job, the incumbent is regularly required, to reach with hands and arms, to talk or hear, and to use hands to finger, handle, or feel objects.

Occasionally lift light and heavy objects.

Working Conditions:

Work is performed in an office, storage rooms, vaults, and at off-site polling locations.

The employee is exposed to dust and dirt.