



Town of Hillsborough Positions Descriptions Deputy City Clerk

Department: City Manager's Office
FLSA Status: Exempt, Administrative

Bargaining Unit: Unrepresented
Revision Date: 05/05/03

GENERAL PURPOSE

Under general supervision of the Assistant to the City Manager, provides a variety of routine and complex clerical and administrative work in the administration of the City government.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Incumbents in this position typically perform but are not limited to the duties noted below on a regular basis:

- Serves as assistant custodian of official City records, public documents and City seal;
- Certifies, seals and attests to signatures to ordinances, resolutions, and contracts, easements, deeds, bonds or other documents;
- Prepares minutes of the Council's regular and special meetings;
- Prepares and distributes agendas, materials, minutes and records of meetings;
- Oversees the codification of ordinances into the municipal code;
- Prepares and posts meeting agendas, bid notices, and legal notices of public hearings and special meetings;
- Administers oath of office to public officials;
- Coordinates local elections activities for the Town;
- Provides public records and information to citizens, civic groups, the media and other agencies as requested;
- Makes reservations and travel arrangements for meetings, seminars, and conventions;
- Accepts claims for damages and other legal papers served on the City.
- Provides clerical assistance to the City Council, City Manager and Assistant to the City Manager.

DESIRED MINIMUM QUALIFICATIONS

Graduation from a college or university with a bachelor's degree in business management, records management, public administration or a closely related field, and five (5) years of related experience; or any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year-for-year basis. Certified Municipal Clerk designation is highly desirable.

Working knowledge of the principles and practices of modern public administration; Extensive knowledge of office practices and procedures, records management techniques, including legal requirements for recording, retention and disclosure. Skill to operate computer word processing, spreadsheet and database programs. Ability to accurately record and maintain records; establish and maintain effective working relationships with employees, other departments, officials and the public; communicate effectively verbally and in writing.

City Manager: _____ Date: _____