

## ASSISTANT CITY CLERK

### NATURE OF WORK

This is responsible work assisting the City Clerk in the administration of the City Clerk's Division.

Work involves assisting in preparing, maintaining and attesting to the official records of actions taken by the City Council in regular and special meetings. Assists the City Clerk as custodian of official books and records of the City Council. Work is performed in accordance with general instructions and directions from the City Clerk, Mayor and City Council and by statutes determining exact procedures. Supervision may be exercised over subordinate clerical employees.

### EXAMPLES OF WORK PERFORMED

Assists in the preparation of the agenda for all formal City Council meetings; attends meetings of City Council; reads proposed ordinances and other documents; and keeps official records of City Council meeting.

Assists in keeping other official City records such as executive orders and administrative regulations of the Mayor.

Answers questions, distributes minutes on City Council meetings and issues information concerning City Council action.

Checks and attests to official actions of the City Council; prepares, indexes and files official minutes; checks all advertising for correctness and determines if it is ready for release to the newspaper.

Assists in the processing of licenses and permits.

Carries on official correspondence with other governmental jurisdictions particularly with reference to correspondence addressed to the City Clerk, Mayor or City Council.

Acts as secretary to Board of Equalization and other boards in the absence of City Clerk.

Compiles information for various departments concerning ordinances, licenses, contracts and notices for reports on action taken by Council.

Performs related work as required.

### DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the legal requirements relating to the keeping and preservation of City Council minutes and records.

Considerable knowledge of City government organization, and of the legal powers and duties of City officials.

Considerable knowledge of the rules of procedure for City Council meetings.

Knowledge of the Lincoln Municipal Code.

Knowledge of modern office practices, procedures and equipment.

Ability to maintain important records efficiently and accurately and to prepare clear and concise reports.

Ability to plan, coordinate and supervise the work of subordinate office personnel.

Ability to establish and maintain effective working relationships with City officials, co-workers and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent supplemented by college level course work in public or business administration and experience in administrative and clerical work involving frequent dealings with the public, plus some experience in a supervisory capacity.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent supplemented by college level course work in public or business administration and some experience in administrative and clerical work involving frequent dealings with the general public; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

Approved by: \_\_\_\_\_  
Department Head

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Personnel Director

4/74  
Revised 3/96

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