

CITY OF HELENA



Position Title: Deputy City Clerk

Department: Commission

Grade: 137

FLSA: Non-Exempt

The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Purpose: This position supports the operation of the City Commission office under general direction of the City Clerk. The position acts as the City Clerk when the City Clerk is not in the office. This position attends city commission meetings and under direction of the City Clerk is jointly responsible for the preparation of the official minutes and all pre and post meeting preparation, including the electronic agenda packet. This position jointly maintains the electronic filing system and the commission web site.

Essential Duties: *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

City Commission Meetings

This position coordinates with directly with City Departments and electronic agenda software to assure the city commission agenda and supporting documents are correct and ready for distribution. This position is responsible for pre-meeting duties which includes the physical and technical set-up for commission meetings, in chambers and remotely (supporting a hybrid meeting model); attending the commission meetings; recording and preparation of the official city commission minutes. Post commission duties to include the preparation of ordinance/resolutions/contracts and other legal documents for signature by the Mayor/City Manager; and assuring the appropriate documents (resolutions of annexation and other real property documents) are recorded with the Lewis & Clark County Clerk & Recorder's office.

Records Management

This position is the Assistant Records Manager for the city. This position assists in administering the records management system in the city commission office; which includes reviewing and prioritizing legacy records into a digital records management system, entering documents into digital records management system, preparation of file folders; scanning documents and distribution to other parties and city departments and records retention.

General Duties

Under direction of the City Clerk, this position updates the City Commission web page; performs a wide variety of general clerical work including office budget data entry; responds to requests for information from city staff and the public; and is responsible for the city commission office supplies. Coordinates and implements special projects and activities;

Uses independent judgment, personal initiative and organization for varied and complex office/support duties;

Interfaces with and represents the City Commissioners and Mayor to internal City employees, citizens, boards, and other outside agencies and contractors to include

- Serving as a resource for procedures, policies, practices and operational functions;

Plans and implements operational and procedural efficiencies as needed;
Orders, receives, distributes, and prepares purchase orders for office supplies and equipment;
Assists in the preparation of Commissioner and other related meetings to include

- Collection, review, compilation, and preparation of materials and information.

This position shall perform related duties and responsibilities as assigned and covers the office in the absence of the City Clerk.

Essential Knowledge, Skills and Abilities Related to this Position:

- Computer skills: Microsoft Office Suite (Excel, Word and PowerPoint)
- Written communications including English usage, spelling, vocabulary, grammar and punctuation
- Principles and procedures of records management
- Basic mathematical principles
- Time management and organizational practices
- Interpersonal, written and oral communication skills
- Understanding of government operations

Skill or ability to:

- Preparation of minutes and other documents
- Respond to inquiries and requests for information
- Work collaboratively with internal and external constituents
- Attention to detail
- Work independently
- Sound professional judgement
- Organization and multi-tasking ability
- Operate modern office equipment
- Learn the procedures and functions of city commission office
- Learn, interpret, and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions
- Understand the organization and operation of the Commission and City as necessary to assume assigned responsibilities
- Respond to inquiries and requests for information regarding policies and procedures
- Prepare and maintain accurate records management system.

Physical Demands:

Ability to work in a standard office environment. Involves work of a general office nature usually performed sitting and operation of a computer. Involves work of a general office usually performed standing, such as operation of a copier and scanner.

Minimum Qualifications (Education, Experience and Training):

This position requires an Associate's Degree in a related field or education and experience equivalent to completion of high school and 2 years of increasingly responsible related administrative and clerical work involving public contact. Applicants with a combination of relevant work experience and education are encouraged to apply.

License or Certificate:

Must possess a valid driver's license with acceptable driving record at the time of hire and have the ability to obtain a valid MT driver's license within six months of hire.

Certified Municipal Clerk is preferred, but not required.

Supervision Received:

Supervised by the City Clerk

Supervision Exercised:

None

<p>The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.</p>
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Updated: March 2021