

**Title:** Deputy City Clerk  
**PG:** 38  
**Status:** Civil Service  
**Position Reports to:** City Clerk  
**Department:** Finance/City Clerk

**Class Code:** 6098  
**Date:** 09/08

### **GENERAL DESCRIPTION OF CLASS:**

This is highly responsible administrative work assisting in all activities of the office of the City Clerk. An employee in this class assists the City Clerk as Clerk of the City Commission, and assists in the publication, filing and safekeeping of all commission proceedings. The duties of this position include assistance in the administration of elections, and providing support services to the City's Code Enforcement Board and the Nuisance Abatement Board. An employee in this position works with minimal instruction or supervision. Work is subject to general direction and review from the City Clerk.

### **ESSENTIAL FUNCTIONS:**

1. Maintains all corporate files for City leases, contracts, deeds, easements, franchises, bond issues, letters of credit, housing rehab documents, grant files and voluntary annexation/wastewater service agreements.
2. Answers all inquiries regarding these records from the City Manager, City Commission members, Finance Director, other municipalities and the general public.
3. Records documents for various departments and distributes recorded copies appropriately.
4. Serves as secretary to the City of Lakeland Code Enforcement Board. Prepares meeting agendas, records and transcribes minutes, sends Notices to Appear to citizens cited in violation, creates Board orders, and distributes copies of orders as required. Maintains case files, files Code Enforcement Board liens and answers all inquires from the public and staff regarding cases and procedures. Administers oath to all testifying in those proceedings. Serves as Secretary to the Nuisance Abatement Board.
5. Participates in preparing budgets, plans and maintains an adequate supply of office materials and supplies.
6. Drafts correspondence according to established policies and procedures.
7. Operates a variety of office equipment including a computer, printer, facsimile, copier, telephone, dictation/transcription equipment, and digital recording equipment.
8. Attends meetings, seminars, and conferences; takes notes and/or furnishes information.
9. Maintains various records on office activities pertaining to personnel, purchasing, travel expenses, contracts, billings, insurance, etc.
10. Provides notary services for City documents.
11. Supervises office staff.

### **ADDITIONAL RESPONSIBILITIES:**

1. Attends all regular and special meetings of the City Commission and supervises the recording and transcribing of the minutes in the absence of or at the direction of the City Clerk.
2. Assists in the administration of the Lakeland Downtown Development Authority and Civil Service Board elections, including preparation of necessary legal advertisements, preparation of ballots, procurement of necessary forms, maintenance of legally required financial reports of candidates and coordinates the various canvassing boards. Works closely with the County Supervisor of Elections Office to assist in the administration of the Municipal Election.
3. May receive visits or calls regarding complaints, which may be resolved or referred to the proper person for resolution.
4. May be responsible for following up on actions of a committee or group to ensure that decisions are implemented, contracts are prepared, and appropriate parties notified.
5. Performs related work as required.

### **KNOWLEDGE, SKILLS & ABILITIES:**

1. Knowledge of municipal code, City charter and intergovernmental relations.
2. Knowledge of election laws and procedures.

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3. Ability to learn F.S. Chapter 119 – The Sunshine Law and F.S. Chapter 162 – County of Municipal Code Enforcement.
4. Thorough knowledge of modern office practices and procedures and the use of office machines and equipment.
5. Thorough knowledge of business English, grammar, spelling and arithmetic.
6. Skill in the operation of computers and peripheral equipment.
7. Skill in speedwriting and transcribing from recorded material.
8. Ability to prepare accurate and concise meeting minutes.
9. Ability to learn City operations and organization and make moderately complex decisions in accordance with established City and departmental policies and procedures.
10. Ability to maintain administrative, fiscal, and general records and to prepare reports and answer questions from records.
11. Ability to compose correspondence and perform routine office management details without direct supervision.
12. Ability to proofread text and data to provide accurate information.
13. Ability to exercise good interpersonal skills and develop an effective working relationship with management, elected officials, other City departments, and the public.

**WORKING ENVIRONMENT/CONDITIONS:**

Requires sedentary work that involves walking or standing some of the time, (exerting up to 10 pounds of force on a recurring basis,) (routine keyboard operations).

The job risks exposure to no significant environmental hazards. bright/dim light,

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, and texture perception.

**QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):**

1. High school diploma or its equivalent, including or supplemented by courses in secretarial studies.
2. Six (6) years of experience in performing high-level secretarial duties.
3. Three (3) years of experience in the use of personal computers, recording and transcribing equipment.
4. Certification from International Institute of Municipal Clerks as a CMC or MMC.
5. An equivalent combination of education and experience determined to be directly related to the foregoing specific requirements may be substituted.
6. Applicants with prior experience as a City Clerk or Deputy City Clerk may be preferred.
7. Completion of City University Level two (2) or completion within twelve (12) months.

**SPECIAL REQUIREMENTS:**

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. Florida Notary must be attainable
4. Thorough knowledge of Microsoft Word is required.
5. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.