

# City of Cordova Position Job Description

## DEPUTY CITY CLERK

---

DEPARTMENT: ADMINISTRATION  
SUPERVISOR: CITY CLERK  
CLASSIFICATION: FULL TIME, OVERTIME EXEMPT, SALARIED  
HOURS: WEEKDAYS 8:00AM – 5:00PM; WITH OCCASIONAL EVENING HOURS TO COVER MEETINGS

---

### SUMMARY

In accordance with the Cordova Municipal Code, serves as an assistant to the City Clerk, and in the absence of the City Clerk, assumes the duties of the City Clerk, as defined in Section 2-6 of the City Charter and Section 3.16.023 of the Cordova Municipal Code. The Deputy City Clerk performs a variety of technical, analytical, and administrative tasks in support of the City Administration.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

**The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees of this classification. Shown are duties intended to provide a representative summary.**

- Responsible for the billing, reporting, and maintaining the City's property tax records and function.
- Maintains the centralized records management system, archives, destruction of obsolete records, and records retention, while assisting other departments in proper records storage and control.
- Assists in the preparation of Council meeting agendas and packets for regular, special meetings, and work sessions, as assigned.
- Assists with indexing, processing, copying, and distributing files and certifies copies of ordinances, resolutions, official minutes, and other public records-
- In the absence of the City Clerk, duties will include those normally performed by the City Clerk as defined in Section 2-6 of the City Charter, Section 3.16.020 of the City Municipal Code, and the City Clerk's job description. This includes the necessity to work evening scheduled meetings as needed.
- Assists with responding to requests for information and Public Records Act requests.
- Assists City Clerk in the administration of municipal elections.
- May serve as backup for the front desk with assistance to the public, both in person and via telephone.

### MINIMUM QUALIFICATIONS

- A. High School Diploma or GED. College degree preferred.
- B. Minimum of 1 year of experience in an office setting.

## **NECESSARY COMPETENCIES (KNOWLEDGE, SKILLS, ABILITIES, BEHAVIORS)**

- A. Excellent verbal and written communication skills.
- B. Ability to communicate effectively with all levels of management, other City of Cordova personnel, elected and appointed City officials, and community members.
- C. Ability to establish and maintain productive working relationships with others.
- D. Ability to consistently meet deadlines.
- E. Ability to demonstrate strong time management skills.

## **REQUIRED TECHNICAL SKILLS**

Proficiency in Microsoft Word for drafting documents and correspondence and Microsoft Excel for data entry and management; competency in Microsoft Outlook for communication and scheduling and Adobe Acrobat for creating and editing documents; knowledge of database software for maintaining and retrieving records; knowledge of general office practices.

## **LEGAL REQUIREMENTS**

As a condition of employment, this position may be subject to a pre-employment drug test and background check (criminal history, verification of education and employment history).

## **WORKING CONDITIONS**

Work is accomplished in a general office setting. Attendance at regular and special City Council meetings, work sessions and public hearings may be required.

## **PHYSICAL DEMANDS OF POSITION**

Capable of sitting for extended periods of time. Clarity of speech and sufficient hearing, with or without reasonable accommodation, which permits effective communication during interactions with other employees and the public. Sufficient vision, with or without reasonable accommodation, which permits the employee to use a computer screen and process numeric data. Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a computer keyboard and access files. Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to move about in an office environment. Ability to occasionally lift and move 35 pounds.

---

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

---

**I have read and understand the job requirements, responsibilities and expectations set forth in the job description provided for my position. I attest that I am able to perform the essential job functions as outlined with or without any reasonable accommodations.**

**Acknowledged: \_\_\_\_\_ Date: \_\_\_\_\_**