



**City of Avon Lake, OH
Deputy Clerk of Council**

<u>JOB FAMILY</u>	<u>Grade</u>	<u>FLSA STATUS</u>	<u>Classified Status</u>	<u>PCN</u>
Clerks	N6	Non-Exempt	Unclassified	

<u>CLASSIFICATION SUMMARY:</u>
Under direction, provides clerical and administrative support to the Clerk of Council and members of City Council. Performs duties of Clerk of Council during his/her absence. This is achieved by attending Council meetings and assisting with preparation of agenda and meeting minutes. The incumbent performs routine office work and customer service duties in person and through phone. Responsible for preparing correspondences and legal notices. Maintains files and journals, as well as office supply inventory.

<u>ESSENTIAL DUTIES:</u>	<u>Percent Time</u>
Provides clerical support to the Clerk of Council and City Council members, including maintaining Council calendar of meetings.	20
Performs customer service duties including greeting visitors, answering telephone, and responding to inquiries.	5
Attends Council meetings, and prepares agenda and meeting minutes.	20
Responsible for public posting of legislation and Council meeting agenda including Public Officials List and meeting calendar.	5
Performs routine office procedures including: photocopying, faxing, collating, and distributing documentation; operating standard office equipment; processing mail	10
Prepares and proofreads correspondence, legislation and documentation from dictation and general direction. Assists in preparation of legal notices for publication. Prepares correspondence to notify property owners of assessments	10
Assists Council members in conducting research of files and records; researches, retrieves, compiles, and organizes information as requested.	10
Establishes and maintains files including general files, correspondence files, assessed project files, proceedings of Council and original legislative journals. Maintains and increases knowledge and skills through attendance at meetings, conferences, and training seminars.	10
Manages office supply inventory, and purchases items.	10



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MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

High School Diploma or G.E.D. and 2 years of experience in a secretarial position or an equivalent combination of skills, training, and experience.

CERTIFICATIONS/LICENSES:

Valid State of Ohio driver's license

PREFERRED QUALIFICATIONS:

KNOWLEDGE OF:

- Knowledge of office practices and procedures.
- Knowledge of business communication practices including proofreading, grammar, punctuation, and spelling.

SKILL IN:

- Ability to operate standard office equipment, including transcription equipment. Ability to operate computer software including word processing and spreadsheet programs.
- Ability to establish and maintain effective working relationships with City Council, board members, commission members, citizens, and other public entity and private business representatives.
- Ability to work additional hours when necessary.
- Ability to attend evening meetings in the Clerk's absence.
- Ability to complete internal and web-based research.
- Possess strong organizational and interpersonal skills and have the ability to communicate effectively.
- Ability to exercise discretion while dealing with difficult, sensitive and confidential issues.

ADA AND OTHER REQUIREMENTS:

Positions typically require: standing, walking, fingering, grasping, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Walking and standing are required only occasionally.

Working Conditions: Work is performed in indoor office environments; may need to visit work sites and/or environments.



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SALARY RANGE AND BENEFITS:

Salary range begins at \$19.92/hour with a midpoint range of \$24.91/hourly plus a comprehensive benefit package.

NOTE:

The essential duties, functions and responsibilities and recommended Fair Labor Standards Act (FLSA) designation may vary based on the specific tasks assigned to the position.