

<b>Job Class Code: 0610</b>	<b>FLSA Status: Non-exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 6</b>

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to prepare and maintain official municipal records, and provide information and support. The class is responsible for municipal records and customer service for the area of responsibility. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

**TYPICAL TASKS**

- Prepares City Council agendas and packets, legal advertisements, and public hearing notices.
- Attends City Council meetings as assistant to City Clerk; takes and transcribes minutes; indexes minutes after approval by Council.
- Assists other City departments and citizens by providing information on the history of the City and City Council actions.
- Performs routine office tasks such as typing correspondence and invoices, scanning documents, filing, faxing, e-mailing, telephoning, and photocopying.
- Assists with research requests from citizens, Council members, and/or other City departments.
- Maintains subdivision and permit bonds.
- Orders and maintains supplies for department.
- Maintains rezoning and use permit recap report.
- Maintains City Code Book for Council and office; distributes new supplements to Code Book when available.
- Maintains industry knowledge for the latest trends, online sales, and other debt information.
- Provides Notary Public services.
- Serves as Acting City Clerk in absence of City Clerk.
- Performs other related duties as assigned.

**GENERAL STANDARDS**

<b>Data Involvement</b>	Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information.
<b>Interpersonal/People Involvement</b>	Gives information, guidance, or assistance to people to directly facilitate task accomplishment; may give instructions or assignments to helpers or assistants.
<b>Reasoning Requirements</b>	Performs coordinating work involving guidelines and rules but solves problems constantly.
<b>Mathematical Requirements</b>	Performs addition and subtraction, multiplication and division, and/or calculates ratios, rates and percents.
<b>Language Requirements</b>	Reads journals, manuals, and professional publications; speaks informally to groups of coworkers, staff in other organizational agencies, the general public, and people in other organizations; composes original reports and other written materials using proper language, punctuation, grammar, and style.
<b>Mental Requirements</b>	Performs specialized technical or entry level professional work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; applies specialized technical or professional principles and practices and uses a wide range of administrative methods in the solution of problems; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.
<b>Decisions/Supervisory Control</b>	Directs actions of others, making decisions almost constantly, affecting coworkers, customers, or others in the general public.

**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires any combination of education and experience equivalent to an associate's degree with emphasis in Business Administration, Public Administration, or a closely related field.
<b>Experience</b>	In addition to satisfying the vocational/education standards, this class requires a minimum of two years of related, full-time equivalent experience.
<b>Special Certifications and Licenses</b>	None required.
<b>Special Requirements</b>	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

**ADA REQUIREMENTS**

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

*This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.*

Revised 07/16/2020