

THE CITY OF PORTALES, NEW MEXICO

POSITION POSTING #2020-026

POSITION: DEPUTY CITY CLERK
DEPARTMENT: CITY CLERK / HUMAN RESOURCES
STATUS: EXEMPT
REPORTS TO: CITY CLERK
SHIFT: REGULAR – 40 HOURS PER WEEK
SALARY: \$20.673- 24.038 HOURLY/ \$43,000 – \$50,000 ANNUALLY D.O.Q

GENERAL DESCRIPTION:

Under the supervision of the City Clerk, the Deputy City Clerk provides secretarial and clerical support to the City Clerk, Administration and Finance Departments as well as to other department heads and various City Committees. Assumes and performs the City Clerk's duties in the absence of the City Clerk and occasionally provides relief, back-up service for other department staff during their absence; assists City Clerk in performance of duties of the office of the City Clerk.

TASKS AND RESPONSIBILITIES:

1. Assumes and performs the City Clerk's duties in the absence of the City Clerk.
2. Assists the City Clerk in all aspects of the conduct of municipal elections.
3. Perform Bilingual Interpretation for City Hall as required.
4. Prepare agendas, record and transcribe minutes for assigned committees and in the absence of the City Clerk for the City Council.
5. Assist HR Officer as needed in the completion of paperwork for all full-time, part-time and temporary employees.
6. Prepare and maintain a record of all proclamations, resolutions, deeds, rights of way agreements, etc.
7. Track all reported outages of streetlights and report them to the Electric Company.
8. File/Release liens as required for the City Clerk's office.
9. Track new and terminated employees through the NMSIF partner, Samba safety website, for driver risk.
10. Administer required tests as part of the hiring process as requested.
11. Maintain purchase orders for City Clerk and other departments as requested for submittal to Finance Department for payment.
12. Administer and maintains Special Grants as required by Administration.
13. Assists Administration with maintaining and organizing Contracts/Agreements and Grant Agreements.
14. Handle citizen complaints or refer them to the proper authority.
15. Assist with Tort Claim notices, Workers Comp claims and insurance renewal paperwork and other insurance work as required.
16. Maintains Real Estate records in the City Clerk's office. Researches historical documents of City.
17. Perform Notary Public duties if required.
18. Manage Liquor Licenses – reminders, receiving payment and issuing city liquor licenses.
19. Backup person for other jobs as required.
20. Performs other duties as assigned.

KNOWLEDGE, EXPERIENCE, AND SKILLS:

1. High school diploma or GED required.
2. Two to three years' secretarial experience performing routine and complex assignments consistent with this job description.
3. Knowledge of basic grammar, spelling, and mathematics, and basic secretarial reference materials and resources.
4. Above average typing skills and operation of modern office equipment, (i.e. copy machine, basic computer operation, postage meter, etc.).
5. Ability to handle and respond to a variety of situations requiring self-discipline, judgment, tactfulness, discretion, and courtesy.
6. Knowledge of local, state, and federal laws and procedures preferred.
7. Basic knowledge of accounting principles preferred.

WORK ENVIRONMENT:

Work is performed in an office environment. Noise level could be quiet to moderate in work environment. The majority of time is spent in a seated position. Work entails keyboarding and manual dexterity, and also entails regular reaching, stretching, and lifting of standard supplies and materials.

PHYSICAL REQUIREMENTS:

1. Must sit for extended periods of time, stand or walk as necessary.
2. Must stretch, reach, or lift objects or materials that may be up to 25 pounds in weight.
3. Must perform multiple tasks requiring manual dexterity at the same time.
4. Ability to grasp and manipulate such items as paperwork, telephone, writing utensils, and other items used throughout the workday.
5. Ability to coordinate use of hands and eyes in operation of various office equipment.
6. Must write legibly.
7. Must hear, understand and respond to verbal information.
8. Must speak clearly.
9. Must see, read and understand written information and instructions.
10. Must think and apply judgment, discretion, and initiative in accomplishing work.
11. Must engage in interpersonal interactions and complaints that could be stressful or sensitive in nature.

WORK SCHEDULE:

The regular work week is Monday thru Friday, 8:00 a.m. to 5:00 p.m., with one hour off for lunch. Additional time may be required after regular hours. Schedule to be established by supervisor.

TRAVEL REQUIREMENTS:

1. Limited travel – ability to travel for meetings and training may be required.
2. Overnight travel may be required.

PRE-EMPLOYMENT REQUIREMENTS:

1. Must pass a background investigation including work history, criminal records, driving records and other records deemed necessary.

CONDITIONS OF CONTINUED EMPLOYMENT:

1. Candidates must have and maintain a satisfactory driving record and insurability in accordance with the City's insurance carrier.

DEADLINE TO SUBMIT REQUIRED APPLICATION: First review of applicants is by 5:00 p.m., Friday, September 25, 2020, then bi-weekly thereafter. Position to remain open until filled. Applicant must submit required application to Human Resources at City Hall, 100 W. First Street, Portales, N.M. 88130 or online at www.portalesnm.gov.

The City of Portales is an Equal Opportunity Employer and Drug Free Workplace.

I have read and understood the above position specifications for Deputy Clerk. I understand the demands and expectations of the position described and to the best of my knowledge, believe I can perform these duties.

Applicant Signature _____ Date _____

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