ASSISTANT TO THE CITY CLERK

DISTINGUISHING FEATURES OF THE CLASS: The incumbent serves as confidential assistant to the City Clerk. The work involves technical and administrative support responsibilities in the operation of preparing and organizing highly confidential materials for the City Clerk and the Board of Contract and Supply. The incumbent is privy to early discussions and decisions with Department Heads relating to bid openings, awards and sale of City-owned property. The incumbent is responsible for compiling records requested under the Freedom of Information Law that may be highly sensitive and confidential. The records viewed by this employee often are not disclosed to the public. The incumbent reports directly to and acts on behalf of the City Clerk when the Clerk is absent. Confidentiality is essential.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Prepares and organizes contracts for bid specifications;
- Drafts and types correspondence, legal notices, resolutions and budgetary work in the bidding process;
- Prepares official minutes for meetings of the Board of Contract & Supply;
- Attends public auctions (for City-owned real property) and collects monies and related information due from the purchaser;
- Assists City Clerk with compiling records requested by the public under the Freedom of Information Law;
- Enters and retrieves information in an automated information system;
- Responsible for processing departmental payroll, time records and all personnel changes for the City Clerk’s Office, Vital Statistics, Dog Control Officers, Division of Elections and the Common Council.
- Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of general office practices and methods, including supervisory skills;
- Good knowledge of personal computers and office equipment;
- Working knowledge of business English;
- Ability to type accurately from rough draft or clear copy;
- Ability to maintain records in a concise and organized manner;
- Ability to understand and follow moderately complex oral and written instructions;
- Ability to calculate mathematical equations and figures;
- Ability to deal calmly and effectively with co-workers and the public;

See reverse side
• Neatness;
• Tact and courtesy;
• Courtesy;
• Reliability;
• Physical condition commensurate with the requirements of the position.

**MINIMUM QUALIFICATIONS:**

(A) Graduation from high school or possession of a high school equivalency diploma and three (3) years of paid clerical experience; **OR**

(B) Four (4) years of paid clerical experience; **OR**

(C) An equivalent combination of training and experience as indicated in (A) and (B).