



EMPLOYMENT OPPORTUNITIES

Human Resources Department
1415 N. Santa Anita Avenue
South El Monte, CA 91733
(626) 579-6540 ■ (626) 579-2107 FAX
www.ci.south-el-monte.ca.us
EQUAL OPPORTUNITY EMPLOYER

DEPUTY CITY CLERK
(Part-Time / At-Will Position)
20 Hours per week
(Variable shift)
\$27.13 - \$32.98 per hour
OPEN UNTIL FILLED

POSITION SUMMARY: Under the direction of the City Clerk, the Deputy City Clerk performs a wide variety of complex and responsible administrative and supportive duties in office of the City Clerk.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Procedures of a City Clerk's office
- Principles and practices of organization and public administration
- Records management and retention; parliamentary procedures and related legal requirements;
- English grammar, punctuation, and spelling;
- Computers and appropriate office software systems

Skills and Ability to:

- Work effectively with the public, elected officials, and other members of the City staff
- Read and interpret local, county, state and federal laws
- Manage several projects at the same time with attention to accuracy and detail
- Provide information and organize materials in conformance with policies and regulations
- Communicate clearly and concisely both orally and in writing
- Maintain confidentiality
- Promote team work
- Take minutes and work occasional evenings
- Perform the duties of the City Clerk in the absence of

ESSENTIAL DUTIES:

Essential duties include, but are not limited to, the following:

- Assists in the processing and maintenance of public documents; maintains contract and insurance files
- May attend meetings of the City Council, Financing Authority, District Board, Presentations, and Sheriffs; assists in recording legislative actions including City ordinances, resolutions, and minutes; and assists in preparation and distribution of agendas, minutes, and other materials for these meetings.
- Assists the City Clerk in the conduct of elections, administration of State campaign and disclosure laws and City's conflict of interest codes.
- Assists the City Clerk with special projects and research assignments.
- Responds to both written and oral inquiries regarding documents and records.
- Serves in the absence of the City Clerk when necessary.

REQUIRED LICENSES & CERTIFICATIONS:

Certifications:

Certification of a Certified Municipal Clerk (CMC) preferred.

PHYSICAL DEMAND & WORK ENVIRONMENT:

Physical Demands

Employees perform sedentary work. While performing the duties of this job, employees are required to sit, talk and hear. Employees are occasionally required to stand, walk, stoop, crouch and reach with hands and arms. Employees occasionally must lift and/or move up to 25 pounds. Specific vision abilities required by these positions are those required to perform office machine operations.

Work Environment

Incumbents are not substantially exposed to adverse environmental conditions.

IMPORTANT LEGAL RIGHT TO WORK IN THE UNITED STATES

NOTICES: The Immigration Reform and Control Act of 1986 requires all new hire employees to submit verification of the legal right to work in the United States within three (3) business days beginning with the first day of work. The City is legally prohibited from employing anyone who cannot provide such verification of documentation.

EMERGENCY DISASTER WORKER

City of South El Monte employees are registered as an Emergency Disaster Worker. In the event of a declared emergency, City employees shall initially remain at work, or if recalled, shall report to work after completing critical personal and family emergency responsibilities. All City employees are required to perform assigned Emergency Service duties in the event of an emergency or disaster and to take such oath at time of employment.

EQUAL OPPORTUNITY EMPLOYER

The City of South El Monte is an Equal Opportunity Employer. It is the policy of the City of South El Monte to provide employment opportunity for all qualified persons. All applicants will be considered without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medication condition (cancer and genetic characteristics), or genetic information.

REASONABLE ACCOMODATIONS

Applicants with disabilities must contact the Human Resources Department prior to the final filing date to determine a reasonable accommodation to the application/selection process and/or the essential functions of the position.

The City of South El Monte is committed to providing reasonable accommodation to applicants as required by the Americans with Disabilities Act (ADA) and Fair Employment and Housing Act (FEHA). Individuals with qualified disabilities who need reasonable accommodation during the selection process must specify the accommodations needed, in writing, at the time when the employment application is submitted.

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