

South Jordan City

Job Description

Title: Deputy City Recorder **Effective Date:** 2/1/16
Org: 100150 **FLSA:** Non-Exempt
Pay Grade: 8 **Workers Comp:** Clerical

GENERAL PURPOSE

Perform a variety of advanced administrative, technical, and clerical duties as needed to expedite and coordinate the functions assigned the City Recorder's Office.

SUPERVISOR

City Recorder

POSITION(S) SUPERVISED

None

ESSENTIAL FUNCTIONS

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave.

Provide direct backup to the City Recorder and all tasks assigned to the City Recorder's Office.

Prepare supporting documentation for City Council Meetings. Publish agendas and documentation packets to the City web and to Public Meeting Notice web. Represent the City Recorder's Office positively in dealing with the public, City staff, private organizations, and business community.

Attend City Council Meetings, Planning Commission Meetings, and other meetings as needed. Prepare transcription of meeting minutes from notes and recordings as assigned.

Assists City Recorder with municipal election responsibilities and work directly with Salt Lake County Elections.

Member of the Records Management Committee – working directly with the City Recorder and Utah State Archives in the care, maintenance, scheduling, designation, classification, disposal, and preservation of all City Records.

Maintain active membership to IIMC (International Institute of Municipal Clerks), UMCA (Utah Municipal Clerks Association), GSLCRA (Greater Salt Lake City Records Association) and ARMA (American Records Management Association). Attend conferences for training as designated for City Records and Deputy Records.

Perform Oaths of Office, and attest signatures on official documents as needed.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from High School or G.E.D.;

AND

B. Five (5) years of responsible experience, related to above duties;

2. Special Qualifications:

Specialized training by IIMC/ UMCA
CMC (Certified Municipal Clerk) Designation

2. Knowledge, Skills, and Abilities:

Knowledge of: municipal government, planning and community development, and emergency management for city records, and record management and retention.

Knowledge of: Government Records Management Act (GRAMA) – Five (5) years of experience.

Knowledge of: modern office procedures, methods and computer equipment; English usage, spelling, vocabulary, grammar and punctuation; practices used in minute taking and preparation.

Ability to operate a personal computer and Microsoft products and Adobe Acrobat.

Ability to communicate effectively through contacts with other departments, elected officials and the public on matters requiring explanation and discussion of City Recorder’s Office matters.

3. Working Conditions:

Tasks require variety of physical activities, not generally involving muscular strain, but does require some standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity required for many tasks. Mental application utilizes memory for details, verbal instructions, emotional stability and critical thinking and guided problem solving.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Clerical Non-Exempt	EEO-4 Class:	Adm Support
Location:	City Recorder	EEOP Class:	Adm Support
Group/BU:	General Pay Plan	Tech-Net Match:	160