



Closing Date: August 27, 2020 at 5:00 PM

DEPUTY TOWN CLERK

Definition

Under general direction, provides administrative and program support to the Town Clerk in the preparation of Town Council agendas, minutes, actions, ordinances, and resolutions, in the maintenance of official documents and records, in the administration of Town elections, and in overseeing the day-to-day activities, services, and operations of the Town Clerk's function; provides varied technical, complex, specialized, and confidential office administrative support to the Town Clerk and other Town departments as assigned; coordinates assigned activities with those of other Town departments; acts for the Town Clerk on a relief basis; and performs related duties, as assigned. A copy of the full job description can be found at www.townofparadise.com.

About the Responsibilities

Specific responsibilities of this position include but are not limited to:

- Assists in overseeing and performing functions of the day-to-day operations of the Town Clerk's office, including the maintenance of administrative files, resolutions, ordinances, contacts, agreements, deeds, annexations, and other official documents; performs mandated and other Town Clerk duties in the absence of the Town Clerk.
- Monitors operations and activities of assigned programs; recommends improvements and modifications and prepares various reports on operations and activities.
- Maintains and implements the Town's records management program; ensures legal compliance with retention schedules for Town records.
- Ensures compliance with the Public Records Act, the Freedom of Information Act, and the Brown Act; reviews and monitors legal requests for records; ensures that all public records are open to inspection at all times during office hours and that every person's right to inspect any public record of the Town is upheld.
- Assists with preparation of Town Council meeting agendas and tentative agendas; assists in the assembly and distribution of agenda packets; prepares Council and Agency packets and approved resolutions, ordinances, and meeting minutes for archiving.
- Oversees the preparation, receipt, review, and processing of various reports and records; oversees and participates in processing business license applications.
- Provides assistance to the public and Town staff by helping to identify records and information relevant to requests; ensures timely response to all requests and communicates in writing with any requestor in cases of unusual requests that may cause delays in obtaining all requested information; justifies any nondisclosure and/or ensures deletion of any portions that are exempt from the mandate of the Public Records Act.
- Performs complex records management activities, including assigning record codes to documents, imaging and/or filing, storage, and destroying Town records.
- Assists in planning and conducting Town municipal elections as required by state law; participates in all election events.
- Assists in organizing, administering, maintaining, and monitoring all required Fair Political Practices Commission (FPPC) filings and election campaign disclosure statements.
- Administers policies and procedures and monitors filings of campaign statements for candidates, Council members, and all active committees as requested by state law; distributes forms and monitors filing of Statements of Economic Interests as required under the Political Reform Act of 1974; maintains a comprehensive list of designated employees under the Town Conflict of Interest Code.

The Ideal Candidate

Knowledge of:

- Principles, practices, and procedures related to public agency record keeping and the Town Clerk function.
- Automated and manual records management principles and practices, including legal requirements for recording, retention, storage, and disclosure.
- Organization and function of public agencies, including the role of an elected Town Council and appointed boards and commissions.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility, including Public Records Act, the Freedom of Information Act, and the Brown Act, FPPC procedures and regulations, and election laws and procedures.
- A variety of public documents including contracts and ordinances.
- Municipal elections processes and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff

Ability to:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Maintain confidentiality and be discreet in handling and processing confidential information and data.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures.
- Develop, plan, coordinate, and implement records management program suited to the needs of the Town and in compliance with Federal, State, and local laws, rules, and regulations.
- Prepare official minutes, resolutions, and ordinances.

Education & Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade supplemented by college-level coursework and/or specialized secretarial training and three (3) years of increasingly responsible secretarial or administrative experience in a municipal government agency, preferably within a Town or City Clerk's office.

Licenses and Certifications:

- Possession of, or ability to obtain, a Notary Public certification.
- Possession of, or ability to obtain, a Certified Municipal Clerk certification is desirable

The salary for this position is
\$52,769 to \$67,350 annually

Important Application Information

To apply for this opportunity, submit a completed Town of Paradise Application for Employment to the following address:

Town of Paradise - Human Resources Department
ATTN: Deputy Town Clerk
5555 Skyway
Paradise, CA 95969

Application packets must be received prior to the closing date and include the following:

- [Employment Application Form](#)
- Resume and Cover Letter