



EMPLOYMENT OPPORTUNITY

Deputy Town Clerk

Salary: \$ 4,499 to \$6,357 Monthly
Job Type: Full Time, Exempt
Department: Town Clerk - Records
Benefits: Exempt Professional

The Position

Under general supervision, provides administrative and program support to the Town Clerk in the preparation of agendas, minutes, and Council actions, in the maintenance of official documents and records, and in managing the functions, services, and operations of the Town Clerk's office; handles confidential matters and community relations; assists with various Town election processes; provides varied, technical, complex, and specialized office administrative and secretarial 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 work as required.

This position will serve as the Records Manager for the department.

Example of Job Duties:

- In the Town Clerk's absence, takes minutes of official meetings; prepares minutes, resolutions, and ordinances in draft or final form; coordinates the review and approval of official actions with the Town Council, Town Manager, Town Clerk, Town Attorney, citizens, community groups, and others.
- Coordinates the preparation of the Town Council agenda; prepares preliminary agenda; assembles agenda materials and supporting documents; arranges for distribution of agenda materials to Town Council, staff, and others; coordinates the review and approval of agendas with the Town Clerk and Town Manager.
- Processes agenda follow-up from Town Council meetings, such as ordinances, resolutions, agreements, notices of completion and claim rejection notices.
- Posts agendas, staff reports, and other official records on the Town website.
- Assists with the conduct of municipal elections; assists the public in registering to vote and obtaining polling places.
- Assists the Town Clerk with the processing of claims, subpoenas, and summons against the Town.
- Provides notary services for the Town and the general public.
- Serves as an Agent in the Passport Acceptance Service and processes passport applications.
- Manage staff and public inquiries received and processes public records requests.
- Scan documentation and manage the maintenance and retention of official documentation in accordance with the state Government Code.
- Coordinates the destruction of official records as needed.
- Assists the Town Clerk in fulfilling the duties of filing official and filing officer under the conflict of interest and campaign provisions of the Political Reform Act.
- Performs other duties as assigned.

Qualifications

Equivalent to graduation from twelfth (12th) grade and four (4) years of administrative experience in municipal government, preferably with a Town or City Clerk's Office or related organization that staffs a government body and holds elections.

License:

- Valid California class C driver's license with satisfactory driving record.
- License as a Notary Public. (Must obtain within 6 months of hire)
- Certification as a Certified Municipal Clerk is highly desirable.

Selection Process

A completed Town employment application is required by the close of recruitment, on **April 28, 2017, at 4:30 p.m or once we receive 20 qualified applications, whichever comes first.** The successful candidate must pass a physical exam and Department of Justice background check. Application package is available at Town of Apple Valley, 14955 Dale Evans Parkway, Apple Valley 92307, or on our website at www.applevalley.org. Applications may be mailed or delivered to 14955 Dale Evans Parkway, Apple Valley 92307 or sent via email to humanresources@applevalley.org. The Town of Apple Valley participates in the E-Verify program.

The Town of Apple Valley does not discriminate on the basis of age, sex, race, religion, national origin, marital status, sexual orientation, or handicap status in its employment actions. If applicant has a disability that may require an accommodation, please contact Human Resources in writing at time application is submitted.