



## JOB DESCRIPTION

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**TITLE:** Deputy City Recorder  
**DEPARTMENT:** City Recorder  
**GRADE:** 15  
**FLSA:** Non-exempt  
**EEO DESIGNATION:** Administrative Support  
**REVISION DATE:** 11/14/18

### **POSITION SUMMARY**

Under the general supervision and direction of the City Recorder performs advanced clerical functions and assists with various City Council meeting duties. Oversees all facets of the cemetery program. Assists the City Recorder with City elections, records management, and acts as a passport acceptance agent for the City. Good attendance and punctuality practices are imperative. Must be available for occasional evening meetings. Some travel may be necessary to perform duties. This position has no supervisory responsibilities.

### **ESSENTIAL FUNCTIONS:**

- Must qualify to become a passport acceptance agent within 2 weeks of hire date.
- Must qualify to become a notary public within 6 months of hire date.
- Assists the City Recorder with City Council agendas, minutes, and public notices and coordinates City Council meeting supplies and meals.
- Maintains cemetery records and deeds. Works with mortuaries and the Public Works Department to coordinate burials and payment for services.
- Assists in maintaining office files and records, which may include confidential information.
- Assists in the preparation and coordination of regular and special elections.
- Assists with responding to records requests.
- Acts as the City Recorder in their absence.
- Keeps records of the fleet vehicles checked out and used by employees.
- Manages the calendar for room reservations for City Hall and coordinates room usage.
- Performs a variety of clerical duties utilizing knowledge of City policy, computer programs, office systems, operational procedures, office equipment, and filing systems.
- Keeps supply room orderly and clean, and orders supplies when necessary.
- Performs other related duties as directed.

### **MINIMUM QUALIFICATIONS:**

- High school diploma or G.E.D.
- Must have five years of general clerical experience, two of which involve technical clerical responsibilities or an equivalent combination of experience and training.
- Must type 50 wpm.
- Must possess a valid Utah Driver's License.
- It is preferred that the person in this position is working towards Certified Municipal Clerk



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(CMC) or Master Municipal Clerk (MMC).

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge and experience of record keeping and records management, particularly as it relates to municipalities.
- Knowledge of city government and structure, election procedures, office management techniques, political processes, city policies and procedures.
- Requires the ability to perform office management and recordkeeping functions.
- Must be able to communicate effectively orally and in writing, take and accurately transcribe notes of public meetings, plan and coordinate and conduct city elections and other events, coordinate and communicate with City Council, boards, commissions, management, staff and the community.
- Must be able to work independently establishing work or project priorities and assigning workload responsibilities
- Ability to communicate effectively with the public under potentially adverse circumstances and to work well with supervisors, co-workers, and employees in other departments.
- Ability to follow city policy, establish priorities, concentrate on tasks accurately, and accomplish duties in a timely manner.
- Ability to use Microsoft Office Suite and be proficient in Word, Excel and records keeping software.
- Skill in organizing and maintaining filing systems.

### **WORKING CONDITIONS AND PHYSICAL DEMANDS:**

This position is required to work in an office setting at a computer station for long periods of time. Speaking, hearing, and the ability to see are required in the daily performance of these job duties. This position necessitates walking, standing, stooping, sitting, reaching, and lifting boxes weighing up to 50 lbs. Must be available for occasional evening meetings. Some travel may be necessary to perform duties. This position requires attention to detail, emotional stability, discriminating thinking, and has exposure to stress due to working with the public and time deadlines.

*The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age.*

*The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.*