CITY OF PRESCOTT
ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

DEPUTY CITY CLERK

Pay Grade: 58 Pay Range: $38,096 to $53,334 DOE/Q plus benefits

FLSA Status: Non-Exempt (Eligible for overtime)

Candidate of choice must pass pre-employment drug test, fingerprint and criminal background check.

Training and Experience: Education and/or experience equivalent to five (5) years full time technical office work or two (2) years as a Deputy City Clerk. Education equal to Associates Degree in records management, business administration, public administration; or any combination of training, certifications, or qualifying experience that provides the ability to successfully fulfill the essential knowledge, skills and abilities. Municipality experience preferred. Notary Public certification or ability to obtain within six (6) months of hire. Must possess and maintain a valid Arizona driver's license.

Tasks: Provides a high level of technical administrative support to the City Clerk for the creation, maintenance and retrieval of City records, Council proceedings and actions; prepares the City Council agenda; assists in the administration of municipal elections; helps to facilitate the flow of information to the public and promptly responds to requests for public information; implements excellent customer service and skills with the City Clerk's office and represents the City positively and with professionalism; helps to administer the records management and retention programs; assists in the maintenance of City Code and Council Policy books. Day-to-day administrative direction is provided by the City Clerk.

Job Related Knowledge, Skills and Abilities:

Knowledge of public administration principles and practices.
Knowledge of manual and mandated records management and retention rules, automated filing systems, recordkeeping procedures and document processing pursuant to legal procedures.
Knowledge of election administration, public meeting notification.
Skill in communicating effectively, orally and in writing.
Skill in researching, compiling and preparing reports and utilizing computer databases to research, maintain and update records and files.
Skill in organizing, records management and election procedures.
Skill in agenda, minute transcribing and preparation from notes and recordings and maintaining official records.
Skill in establishing and maintaining effective working relationships with attorneys, elected officials, department heads, employees and their representatives, the media and business and professional groups and the general public.
Demonstrated skill and proficiency in Microsoft Word, Windows, Explorer and the Internet.
Ability and willingness to attend late afternoon and evening meetings.
Ability and willingness to work toward Certified Municipal Clerk designation.
Ability and willingness to work toward, and obtain, Certified Election Official designation.
Ability and willingness to continually train in Arizona election laws.

Physical and Visual Ability: sufficient to effectively and safely perform required duties and to safely operate required equipment and city vehicle as needed.
Hearing and Speaking Ability: sufficient to clearly and concisely and effectively communicate in person and over the telephone.
Applicant must be free from mental disorders that would interfere with performance of duties as described.

***Deadline*: Applications must be received by 5:00 p.m. July 9, 2007**

Send application/resume to:

City of Prescott, Human Resources, 201 S. Cortez St., Prescott AZ 86303
(928) 777-1315 (928) 777-1347 (800) 748-6205 TDD (928) 777-1100 Fax: (928) 777-1213
Email: personnel@cityofprescott.net **Visit our website at** www.cityofprescott.net
EEO/M/F/V/H/D/NSE Posted: June 18, 2007

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MAJOR BENEFITS FOR A FULL-TIME REGULAR EMPLOYEES: Twelve days annual paid vacation; Ten paid holidays; Paid sick leave; Paid employee health and life insurance; Retirement benefits; Deferred Compensation Plan; Social Security benefits; other optional benefits. NOTE: When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the selection process.