

City of Fernandina Beach  
Job Description

  
\_\_\_\_\_  
City Manager's Signature  
9/20/19  
\_\_\_\_\_  
Date

Title: Deputy City Clerk  
Department: City Clerks Office  
FLSA Status: Non-Exempt  
Reports to: City Clerk  
Pay Grade: 132

**Minimum Qualifications:**

- A. Education and Experience:  
Must possess high school diploma or GED. Associate's degree in Business Administration preferred. Five or more years experience in advanced administrative work in a municipal government required. Five years experience in the functions of a City Clerk's Office preferred. Proficiency in Microsoft Office Suite required. A comparable amount of training, education, or experience may be substituted for the minimum qualifications.
- B. Certifications:  
Certified Municipal City Clerk designation.
- C. Knowledge, Abilities, and Skills:  
Must possess excellent oral and written communication skills. Excellent organizational and interpersonal skills required; customer service experience a plus.  
Must have knowledge of standard office practices, procedures, equipment, and office assistance techniques.

**General Description:**

Advanced administrative work encompassing all phases of work carried out in the operation of the City Clerk's office.

**Essential Functions:**

1. Assists the City Clerk in all matters and functions as directed.
2. Greets and assists visitors and staff in a friendly, professional, and hospitable manner; provides information as requested.
3. Attends and participates in meetings as required. Takes notes and records of proceedings as required.
4. Transcribes copies and distributes meeting minutes.
5. Helps prepare, verify, copy and distribute meeting agendas.
6. Assists in budget preparation. Controls expenses effectively.
7. Protects assets by monitoring and enforcing internal controls.
8. Prepares reports and maintains records and files. Researches records.
9. Performs various administrative duties such as filing, shorthand, typing, telephone answering, and computer input and retrieval.

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10. Prepares reports and maintains various files. Directs records management functions. Maintains City's official files. Assists in coordinating the microfilming and disposition of City records.
11. Accesses, inputs and retrieves information from a computer.
12. Assists in training and developing staff.
13. Ensures compliance with federal, state, and local legal requirements by researching existing and new legislation. Advises management of actions and potential risks.
14. Keeps up-to-date on information and technology affecting functional areas to increase innovation and ensure compliance.
15. Assumes duties of the City Clerk in her absence.
16. Complies with OSHA Safety and Health rules.
17. Performs other duties as assigned.

**Essential Physical Skills:**

Acceptable eyesight, hearing (with/without correction), ability to communicate (orally and in writing), moderate lifting and carrying (up to 25 lbs.), reaching, pulling, pushing, walking, standing, kneeling, and bending. Reasonable accommodations will be made for otherwise qualified individuals with a disability.

**Environmental Conditions:**

Works inside in an office environment.

Key Competencies: Integrity, Business acumen, Professional knowledge, Analysis, Attention to Detail, Interpersonal skills, Communication (oral and written).