

**CITY OF SAN JOSE  
ASSISTANT CITY CLERK (U) (1613)**

**CLASS PURPOSE**

This is a position in the unclassified civil service. Under general direction, the incumbent of the position performs supervisory and administrative work of considerable difficulty in planning, coordinating, and directing the functions of the City Clerk's Office. Performs related work as required.

**TYPICAL DUTIES AND RESULTS (The position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)**

Prepares Council Chambers for meetings and takes notes during meetings; reviews Council actions and dictates synopsis, correspondence and/or reports relating to such meeting. Prepares budgets for City Clerk's office, City Council, City Elections, and Civil Service Commission and Administrative Appeals Commission, and approves expenditures from those budgets. Edits minutes of City Council meetings for completeness and accuracy. Verifies zoning protests and calculates percentage of protest.

Directs and supervises professional and clerical staff in performance of duties, functions and responsibilities related to the Office of City Clerk. Typical End Results Include: Provides an agenda for the City Council, and other committees as specified; ensures that actions by the Council are recorded properly; and ensures the ongoing effective and efficient operation of the Office of City Clerk.

**DISTINGUISHING CHARACTERISTICS**

The incumbent in this single position class supervises the technical work of the Office of the City Clerk to include the supervision of all professional and clerical employees. The incumbent of this position exercises administrative functions as assigned by the City Clerk.

**QUALIFICATIONS**

Minimum Knowledges, Skills and Abilities

- Knowledge of the functions and procedures of the Office of City Clerk.
- Knowledge of the organization of municipal, regional, and State government.
- Knowledge of the principles and practices of public administration.
- Knowledge of basic accounting and budget procedures.
- Ability to review documents for completeness.
- Ability to interpret and apply laws, rules and regulations.
- Ability to take notes during meetings, and dictate miscellaneous correspondence as required.

Competency Knowledges, Skills and Abilities

- Ability to demonstrate thoroughness and accuracy.
- Ability to prepare agendas.

**Training and Experience**

Any combination of training and experience equivalent to completion of advanced undergraduate coursework from an accredited college or university, and four years of increasingly responsible administrative experience including one (1) year in supervising professional and clerical staff in the performance of duties, functions and responsibilities similar to those in the Office of the City Clerk.

**Licenses/Certificates**

Possession of a valid California Driver's License may be required.

(5829P/0379P)