

DEPUTY CLERK OF COUNCIL

DEPARTMENT: City Council

DIVISION: City Council

REPORTS TO: Clerk of Council

JOB LOCATION: 14340 Euclid Avenue

HOURS: Days(s) Monday — Friday Time: 8:00 am-5:00 p.m. (May vary depending on the circumstances)

JOB SUMMARY:

Provide a variety of general clerical services for East Cleveland City Council. Assist with the performance of the duties of the Clerk is to be prepared to fully assume the duties of the Clerk when the Clerk is absent. Assist Clerk with transcribing and maintaining accurate records of City Council proceedings and Committee meeting minutes
Demonstrating exceptional interpersonal skills to effectively work and communicate with city officials and administrative staff

ESSENTIAL FUNCTIONS:

- The Clerk and Deputy Clerk shall serve all members of Council equally
- The Deputy Clerk shall be informed by the Clerk of all matters concerning Council and its affairs so that in the absence of the Clerk, the Deputy Clerk will be able to effectively administer Council's affairs
- The Deputy Clerk and Clerk shall fully cooperate with one another in the performance of the job requirements. Disputes over the allocation of work assignments shall be resolved through communication, discussion, negotiation or compromise. If the Deputy Clerk and Clerk are unable to resolve the issue, then a grievance can be filed with Council. Council will meet in committee to resolve the issue and its decision shall be final
- As deemed necessary by City Attorneys, the Clerk and Deputy Clerk shall attend Court with the City's Attorneys or with Special Legal Counsel to authenticate Records in the custody of the Clerk's office. The Clerk and Deputy Clerk shall be cooperative with the Special Legal Counsel in matters assigned to him
- The Deputy Clerk shall hold office at the pleasure of Council and shall be removable from office at any time by vote of a majority of the members of the Council with or without cause, and no reason need be given for discharge
- Must be willing to grow in the knowledge of professional customs and practices, be polite, friendly, gracious, and maintain consideration for others
- Must be clean and neat in appearance, must not drink alcoholic beverages while on duty, must have exemplary attendance, and must complete the required 40 hour work week with extended hours as deemed necessary by Council. Due to

unconventional hours for Council meetings, flexible hours may be arranged with prior knowledge and consent of Council.

- ❑ Must be able to accept correction gracefully whether by an individual Council member, by the President, or by a quorum of Council on procedure
- ❑ The Deputy Clerk must maintain a professional and businesslike office image, which discourages loitering by outside friends. Must have the strength to say “no” to the temptation to violate lawful procedures and to neglect required duties, or to otherwise allow unauthorized alteration and intrusion of and/or taking of confidential dates, files or records required by Law to be safeguarded by the Clerk
- ❑ Must answer the telephone, take accurate messages, avoid bickering with fellow employees or officials, and must be able to prepare periodic reports for Council
- ❑ The duties, functions, and powers of the Clerk and Deputy Clerk are substantially identical, excluding the Clerk’s mandatory duty to attend all Council meetings
- ❑ The Deputy Clerk is only authorized to act in place of the Clerk at Council meetings when absence, illness, or emergency precludes the Clerk from satisfactorily discharging the duties of his office
- ❑ The Deputy Clerk shall be evaluated at 90 days and at least once a year
- ❑ Typing of correspondence and other official documents
- ❑ Research inquiries through the Codified Ordinance Book and other ordinances to interpret and respond to the inquiries of citizens and other municipalities
- ❑ Liaison between citizen complaints and Council members
- ❑ Organize, distribute and collect mail, communications and documents to be forwarded to Council members
- ❑ The Deputy Clerk IS A FIDUCIARY and shall preserve the private communications of individual Council members, Council related business, and confidential matters that may involve Legal Counsel. The only exception is the conservative statement of official action of the Council as reflected in its minutes
- ❑ Receives general supervision from the President of Council and in lieu thereof, by a quorum of the members of Council
- ❑ Deference shall be paid to the President of Council, unless there is a conflict that precludes the Clerk or Deputy Clerk from determining whose directions should be followed. In case of conflict, the dispute shall be disposed of by a quorum of Council and the decision shall be final
- ❑ The Deputy Clerk is only authorized to function as Clerk when absence, illness, or emergency precludes the Clerk from satisfactorily discharging the duties of his office
- ❑ The Deputy Clerk shall not use any internal dissention in the Council as the pretext to defy any Council member, but shall, to the extent possible, be courteous to all Council members and perform the duties of the office of Deputy Clerk in an impartial manner

- As directed by the Council, the Clerk and Deputy Clerk shall be fully cooperative with the City's Director of Law and the Special Legal Counsel. In case of conflict between the Mayor and Council, the Clerk and Deputy Clerk shall adhere to the directions of Council

QUALIFICATION:

- Typing of 50 wpm
- Demonstrated knowledge of computer usage and knowledge of Microsoft 95 and upgrade
- Ability to maintain flexible working hours
- Keeping a record of all office equipment
- Self prioritize tasks to meet imposed deadlines

EQUIPMENT USED: Computer, Typewriter/Word processor,

SALARY RANGE: \$ 25,000 - \$40,000

This job description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of City of East Cleveland Since no job description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the jobholder's responsibility
