

**CITY OF LAPEER  
Job Description**

**Job Title:** Chief Deputy City Clerk  
**Department:** City Manager's Office  
**Reports To:** City Clerk/City Manager  
**FLSA Status:** Exempt  
**Approval Date:** November 15, 2017

**SUMMARY**

The Chief Deputy City Clerk will assist the City Clerk in the performance of specialized clerical and administrative work; serves as Clerk of the Commission; performs duties as prescribed by Charter, by the City Commission or by the City Manager; custodian for all official city records and documents; issues business registration and business licenses; conducts and supervises elections; registers voters and updates voter records; assist in preparation of ordinances working closely with Attorney to review legal concerns; maintains City website and trains personnel in its administration; performs other administrative and clerical duties as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*An employee in this class may be called upon to do any or all of the following. These examples do not include all of the tasks which the employee may be expected to perform; other duties may be assigned as necessary. Employee holding this position is expected to maintain and update knowledge in job-related skills, office procedures, and office equipment.*

**By Charter:**

- Is the Clerk of the Commission and shall attend all meetings of the Commission and keep a permanent journal of its proceedings in the English language.
- Is custodian of the City seal, and will affix it to all documents and instruments requiring the seal. Will be the custodian of all papers, documents, bonds, and records pertaining to the City of which is not otherwise provided for.
- Certifies all ordinances and resolutions enacted or passed by the Commission.
- Provides and maintains in office a supply of forms for all petitions required to be filed for any purpose by the provisions of the Charter.
- Has power to administer oaths of office.
- Performs such other duties as prescribed by the Charter, by the Commission or by the City Manager.

**Typical examples of duties/responsibilities:**

- Attends all meetings including Regular, Special, Workshop and Closed Session.
- Records meeting minutes including official actions.
- Preparation of agendas and packets; all meeting materials for City Commission.
- Assists other boards, commissions, and committees as required.
- Assures legal notices are published as required by the State's Open Meetings Act (OMA), City Charter, Code of Ordinances, and applicable statutes; post notices of all

City meetings, public hearing notices, ordinances, special assessments, TIFA/LDFA/DDA Plan Amendments, or other municipal matters.

- Provides certified copies of proceedings and records of the City upon request.
- Serves as official custodian for the safekeeping and management of all City records and documents and the City seal; attest to the signatures of the Mayor and City officials on official documents as required.
- Certifies ordinances and resolutions, ordinance changes, and codification.
- Administers Oaths of Office, maintenance of Oath records.
- Maintains custody and directs the archival of official records of the City including ordinances, resolutions, contracts, agreements, deeds, etc., as required by Local, State, and Federal laws.
- Maintains a retention and destruction schedule for documents.
- Drafts and revises forms and indexing systems as necessary.
- Notarizes resolutions, ordinances, and other documents in accordance with applicable statute, guidelines, and regulations.
- Prepares ordinances, resolutions, proclamations; all legal notices as required by Local, State, and Federal laws.
- Conducts and compiles research for City Commission as requested.
- Compiles data, conducts research and prepares comprehensive and accurate reports.
- Develops and administers annual department budget for Clerk and Elections and ensures that the authorized budget and purchasing procedures are properly carried out; prioritizes Clerk and Election department needs; identifies resource needs.
- Assists with development of policies and implementation of policies and procedures.
- Participates in the development and implementation of goals and objectives.
- Assists with bid preparation as needed; attends bid openings.
- Maintains Board and Commission roster; verifies required qualifications of appointments.
- Supervises and conducts all elections as required by statute.
- Completes the Michigan Elections "Clerk Certification Program".
- Trains and supervises election inspectors and other office employees.
- Supervises and checks operation of voting machines and related equipment, including preparation of test decks, as well as testing of the voting machines for each election as required by statute.
- Reviews and divides election precincts as required by statute.
- Supervises the issuance (recording, distributing, and filing) of absentee ballots.
- Responsible for publishing/posting all election notices and information as required by Local, State, and Federal laws.
- Provides and maintains a supply of forms for all petitions required to be filed as authorized by Charter or statute.
- Supervises registration of voters and updating (new, change of address, cancellation, etc.) of registration records.
- Supervises issuance of registration cards as voter registration changes.
- Supervises and has the ability to utilize the State-wide Qualified Voter File to maintain voter information.

- Responsible for processing of business licenses (Secondhand and Junk Dealers, Pawnbrokers, Precious Metal and Gem Dealers, Going Out of Business, Solicitors, Canvassers, Peddlers, etc.) as required by Local, State, and Federal law.
- Responsible for processing business registration as required by Local Ordinance.
- Maintains affidavits of publication.
- Supervises ordering of supplies for office and elections.
- Responds to surveys and questionnaires as necessary.
- Supervises Census process including LUCA mapping and address update, develop committee to facilitate process, disseminate information to citizens.
- Coordinates processing of, and notices for, TIFA, DDA, and LDFA Development and Financing Plans.
- Serves as Notary Public.
- Attends professional development workshops and seminars and informs staff of new developments.
- Coordinates processing of, and notices for, industrial facility tax abatement (IFT) applications, public notices and resolutions as required by Local, State, and Federal law.
- Courteously answers phones and responds to public inquiries, making referrals to appropriate staff when required; uses good judgment and knowledge of City operations.
- Maintains City website, completes requests by departments for changes, trains and supervises other office staff as needed.
- Responsible for compiling and verifying City liability insurance records, including vehicles, property, etc. listings; processing insurance claims, coordinates all information with City's insurance representatives.
- Responsible for ensuring titles to all City vehicles.
- Assists with various grants and processing of required documents.
- Administrator for in-house telephone system including technical and upgrade information.
- Ensures adherence to Clerk and Election Departments policies and procedures.
- Assists in preparation and handling of confidential documents.
- Reviews Check Register with Director of Finance or designee for Accounts Payable, Payroll, and Income Tax checks; balances Bill Listing in agenda packets to Accounts Payable register as recommended by auditors.
- Maintains listing of all City bank accounts.
- Performs related work as required.

### **SUPERVISORY RESPONSIBILITIES**

Includes assigning, scheduling, and reviewing office clerical staff; may interview candidates for employment in the Clerk or Election department office; evaluates departmental procedures and recommend changes; supervises clerical employees in all aspects of the election process.

## **EDUCATION and/or EXPERIENCE**

- Associates or Bachelor degree in business, public administration or related field, or an equivalent level of training and experience.
- Five Years of related experience, preferably in a municipal setting, including supervisory experience.
- Certification as a Notary Public or able to earn a Notary Public certification within six months of employment.
- Certification as a Municipal Clerk is highly desirable: Certified Michigan Municipal Clerk (CMMC), Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC).
- Certification as an Election Inspector and Election Officials State Accreditation is highly desirable.
- Valid Michigan Driver's License.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Extensive knowledge and understanding of Roberts Rules of Order in relation to government meeting procedures.
- Extensive knowledge and understanding of Michigan Open Meetings Act (OMA).
- Considerable knowledge of the policies and procedures specific to the Clerk's Office including Michigan Election Law.
- Ability to rapidly acquire knowledge of the provisions of the City Charter, City Ordinances, official City policies, and Federal, State, and Local laws.
- Basic knowledge of the structure of municipal government and the functions of various departments.
- Knowledge of general office operations and clerical procedures and practices.
- Considerable skill in composing letters, memoranda and reports, establish and maintain records, accounts, and files.
- Ability to understand and follow complex oral and written instructions, prioritize demands, and work independently.
- Ability to critically assess situations and solve problems, communicate effectively in normal or contentious situations and work well under stress and within deadlines.
- Considerable knowledge of Microsoft Office suite of programs and pdf programs.
- Skill in operating basic office equipment and machines including personal computer, calculator, typewriter, photocopier, facsimile, and postage machine.
- Ability to plan, coordinate, train, and supervise the work of others.
- Able to attend meetings outside of normal business hours.
- Ability to establish and maintain effective working relationships, as well as use of good judgment, initiative and resourcefulness when dealing with City officials, supervisors, employees, other professionals, and the general public.
- Ability to convey and understand information effectively and promptly through speaking, hearing, reading, and writing.
- Have the highest ethical character and always act in a professional manner.
- Ability to work effectively under stress and sudden changes in work priorities.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret various documents, financial reports, and legal documents. Ability to respond to inquiries and complaints from customers, regulatory agencies, members of businesses, and political community.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to work with calculator. Ability to read and use rate tables and graphs.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions.

### **OTHER SKILLS AND ABILITIES**

Experience with personal computers, Microsoft Suit (Windows, Word, Excel, Powerpoint).

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be able to sit, stand, climb, balance, stoop, kneel, crouch, talk, and hear to perform most job duties. Must be able to lift 30-40 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level is generally quiet to moderate.