

**\*\* Reposting\*\* CITY OF FORT WAYNE JOB POSTING**

**Applicants and Employees must meet duties/essential functions and minimum requirements.**

Job Vacancy:	<b>Assistant Deputy Clerk</b>	Department:	City Clerk Office
Requisition Number:	2023173		
Hours:	8:00 a.m. – 5:00 pm., may vary	Rate of Pay:	\$30.06 per hour
Date Posted Up:	9/26/23	Date Posted Down:	Until Filled
Time Up:	4:00 p.m.	Time Down:	

**SUMMARY**

Working under the direction of the City Clerk, incumbent acts as a liaison between the public and office staff. Other responsibilities include assisting in the organization of City Council meetings and other public meetings; assisting in preparations, filing, and retrieval of documents and records; recording and transcribing meeting proceedings. Acts in the absence of the City Clerk and Deputy Clerk. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

- Prepares Common Council Committee and Regular Session Agendas in Deputy’s absence;
- Receives and reviews all Bills received from the Legal Department to ensure that each Bill is placed in the correct City Council Committee in Deputy’s absence;
- Collates Bills to disperse to Clerk, Deputy, Council’s Liaison and members of Common Council as needed;
- Acts as liaison for Deputy and Clerk as necessary; while greeting, assisting, and directing visitors to the Violations Bureau and other City and County Offices;
- Prepares Legal Notices to be published in Fort Wayne Newspapers;
- Prepares Agendas, and Minutes for posting to the website;
- Assists with scheduling Council Rooms, and City Clerk’s Calendar;
- Receives Vacation requests from the general public for the Planning Department;
- Assists the public with completing Tort Claims;
- Performs follow-up activities resulting from Council meetings, including ensuring that ordinances and resolutions are properly signed by all council members, encoding into Application/Extender, and obtain the mayor’s signature for final approval;
- Works with staff, the general public, and elected officials providing a high level of administrative support;
- Researches public records and provides information to the public and staff members concerning City Council actions, laws, ordinances, codes, procedures and projects;
- Compiles agenda items for City Council meetings; prepares and distributes agenda packets; summarizes and publishes agenda information to web page;
- Prepares and publishes legal and public notices in coordination with City Departments;
- Establishes and maintains an effective working relationship with other employees and the general public;
- Responsible for the duties of Deputy when absent;

- Performs other administrative duties as assigned by the Clerk and Deputy;
- Reviews historical document scans performed by intern;
- Sends past due false alarm letters to violators and to collections, if not paid;
- Prepares paperwork for marriage ceremonies;
- Verifies cash receipt transmittal forms are correct, verifies receipts are correctly processed in controller's office, and obtains quietus number;
- Process vouchers in Munis as needed in Deputies absence;
- Run YTD budget reports in Munis as needed;
- Track and turn in police commission applications for parking control officers to the Board of Public Safety;
- Review parking control daily worksheets and weekly radio log and document information in a maintained spreadsheet;
- Maintain board appointment spreadsheet in coordination with Mayor's office;
- Scan City Council appointments in Application Extender and maintain with the Mayor's office.

### **MARGINAL FUNCTIONS**

Performs other duties as assigned.

### **PERFORMANCE EXPECTATIONS**

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities, but assumes responsibility of the City Clerk supervising staff members in Clerk's and Deputy Clerk's absence.

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

### **EDUCATION and/or EXPERIENCE**

- High School Diploma or equivalent certification and five (5) years of increasingly responsible secretarial experience with varied clerical, public contact and technical office management work;
- Highly skilled with computers and computer software, data management, data retrieval, and website management;
- Ability to take and transcribe minutes as necessary;
- Detail orientated, highly organized with natural aptitude to thrive in fast paced environment with ability to manage multiple priorities in constantly changing environment;
- Knowledge of archives and records management laws, systems and technology, with ability to input and retrieve data via computer;
- Knowledge of techniques for dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone;
- Ability to demonstrate good judgement and professional behavior at all times;
- Ability to communicate effectively with co-workers, officials and the general public to exchange or convey information and to receive work direction.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Indiana Driver's License if City vehicle is used.

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

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to stand and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

Applications may be submitted on-line at [www.cityoffortwayne.org](http://www.cityoffortwayne.org) or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1<sup>st</sup> Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Applicants must be 21 years of age or older to hold a CDL with the City of Fort Wayne. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

### **Equal Opportunity Employer**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.