

## Public Records Request #3210

The following materials have been gathered in response to public records request #3210. These materials include:

- Deputy City Clerk Job Posting

This information was provided as a response to a public records request on 4/17/20 and is current to that date. There is a possibility of more current information and/or documents related to the stated subject matter.

### Further Information

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For further information about this request or the Citywide Records Program, please contact:

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Charlotte's local government, with more than 7,000 employees and a \$2.39 billion budget, works hard to ensure that the community will be a winning city for everyone - a truly remarkable place to live, work, learn and play.

The City Clerk's Office maintains a recorded history of government actions and provides assistance to the Mayor and City Council. The Clerk's Office delivers services that connect the public to local government. Some of these services include: assisting the public to address Council, managing the boards and commissions process, fulfilling public records requests, performing research and records management, promoting transparency and providing access to records.

**Function:**

Administrative

**Job Title:**

Deputy City Clerk

**Summary:**

The Deputy Clerk is a highly professional position that reports directly to the City Clerk, who is an appointed official and reports to City Council. The Deputy Clerk is responsible for providing services to assist the Clerk and serves as acting City Clerk in the absence of the Clerk.

The Deputy Clerk processes and manages many vital official City records such as resolutions, ordinances and requests for Council action.

**Major Duties and Responsibilities:**

- Serves as business manager for City Clerk's Office
- Responsible for completing annual operating budget / submitting all required budget reports / managing department's expenditures
- Supervises administrative staff / serves as back-up for completing weekly payroll in PeopleSoft / manages other human resources functions
- Serves as backup for Office Manager / Assistant City Clerk & Boards / Assistant City Clerk & Minutes positions
- Interacts with employees / citizens / various elected officials
- Attends all meetings of Council
- Availability to work regularly scheduled & special meetings of City Council

**Knowledge, Skills & Abilities:**

- Ability to effectively communicate & interact with large / diverse group of people
- Proficiency using Microsoft Office software
- Established as notary or have ability to become notary



- Certified or working toward certification as: IIMC Certified Municipal Clerk or NC Certified Municipal Clerk
- Experience with office management tasks
- Knowledgeable of governmental practices
- Demonstrate excellent oral & written communication skills
- Ability to exercise critical thinking / strategic planning / management analysis within limits of position & legal requirements
- Ability to multi-task & handle multiple projects

#### **Preferred Qualifications:**

- Bachelor's degree
- One or more years of relevant work experience
- Municipal Clerk Certification

#### **Minimum Qualifications:**

- Associate degree with three (3) years of relevant work experience; or a Bachelor's degree with one year of relevant work experience; or an equivalent combination of education and relevant experience that provides the necessary knowledge, skills and abilities to successfully perform the essential job duties

#### **Salary:**

- Commensurate with Experience

#### **General Information:**

- The City of Charlotte provides a comprehensive benefits package to all employees. Click [here](#) to learn more about the City of Charlotte's benefits
- The City of Charlotte is a drug and alcohol-free workplace

#### **How to Apply:**

[Apply online.](#)

If you need assistance completing your online application, you are welcome to visit the City of Charlotte Human Resources Department lobby where there are workstations available.

The HR office is located at 700 East 4th Street, Suite 200, Charlotte, NC 28202. Hours are Monday through Friday, 8 a.m. to 5 p.m. (EST), excluding official City holidays. Anyone seeking an accommodation to apply for a job may call (704) 336-2285 for assistance or you may email questions to [CityHrJobPostingsNotify@ci.charlotte.nc.us](mailto:CityHrJobPostingsNotify@ci.charlotte.nc.us).

Conditions of Employment: The City's Background Check Policy requires background checks to be conducted on final internal or external candidate(s) applying for any position with the City of Charlotte. The type of information that will be collected as part of a background check includes,



but is not limited to: reference checks, social security verification, education verification, criminal conviction record check, and, if applicable, a credit history check, sex offender registry and motor vehicle records check.

Background checks must be in compliance with all federal and state statutes, such as the Fair Credit Reporting Act (FCRA). The checks must be consistent with the guidelines set forth by these laws requiring organizations to obtain a candidate's written authorization before obtaining a criminal background report, motor vehicle records check or credit report; and to properly store and dispose of information derived from such reports.

Final candidates must pass a pre-employment drug-screening test and physical examination. During the selection process, candidates may be asked to take a skills test, and/or participate in other assessments. The City of Charlotte is an Equal Opportunity Employer.