

**City of Salem**  
**CLASS SPECIFICATION**

CLASS. TITLE:	Deputy City Recorder	CLASS. CODE:0055
DEPARTMENT:	Legal Department	FLSA: E
REPORTS TO:	City Recorder	DATE: 7/1/2002

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**Job Summary:**

Performs specialized work assisting the City Recorder in maintaining the official records of the City, including City Council and Housing Authority proceedings, and in maintaining the custody and management of official records.

**Essential Job Functions**

(All functions may not be performed by all incumbents.)

1. Routinely prepares City Council agenda for meetings as assigned; attends corresponding City Council meetings; takes and transcribes minutes of meetings; and composes and sends necessary follow-up letters and notices.
2. Prepares documentation necessary in the publishing, posting and mailing of legal notices pertaining to street improvements, sewer, water, sidewalks, annexations, zone changes, variances, conditional uses, vacations, removal of buildings, code amendments and related matters.
3. Types and sends out notices; secures publishing and posting of legal notices; performs related follow-up and filing activities.
4. Assists City recorder in preparation of bond certification documentation, including research of minute records.
5. Completes and maintains comprehensive filing and indexing system of City Council records and other official City documents as established by the City Recorder.
6. Notifies the City Manager and department directors electronically of Council action.
7. Operates modern transcription and records maintenance equipment.
8. Composes and prepares correspondence, stating action taken.
9. Prepares copies, excerpts and transcripts on action taken and forwards to interested parties.
10. Updates the Salem Revised Code and coordinates its distribution.

**Important Job Functions**

1. Researches information for staff and citizen inquiries and provides copies as necessary.
2. In the absence of the City Recorder or during elections or similar peak periods, prepares City election documents, proofs and audits candidate contribution and expenditure report forms.
3. Backs-up telephone and walk-in reception as needed.
4. Acts as City Recorder as needed.
5. Performs other duties as required to ensure efficient operation of the department.

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**MATERIAL AND EQUIPMENT USED:**

- Desktop computer
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Associate's degree from an accredited college or university in public administration, office administration or a related field; and,  
Four (4) to five (5) years of experience in a related field; or,  
Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

**License(s) and Certification(s):**

- Municipal Clerk Certification is desirable.

**KNOWLEDGE AND ABILITIES:**

**Knowledge of:**

- Various City departments and their functions in order to properly refer citizens needing assistance.
- State statutes governing executive sessions of Council.
- Proper minute taking techniques.
- State and local election laws.
- State requirements regarding record management requirements.
- Appropriate grammar and punctuation.
- Some aspects of Roberts Rules of Order.
- City Council policies, procedures and rules.
- Both Marion and Polk Counties' requirements for recordation of legal documents.
- Contemporary office practices and procedures and basic office software products.
- Maintain required work hours and attendance.

**Ability to:**

- Type (keyboard) for extended periods of time with minimal rest breaks.
- Communicate effectively verbally and in writing to a wide range of individuals.
- Maintain confidentiality.
- Listen, process mentally and type discussion without getting behind during Council meetings for extended periods of time.
- Multi-task without losing stride or concentration.
- Work independently and make decisions with minimal supervision.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Meet multiple legal and work flow deadlines in a timely manner.
- Establish and maintain effective working relationships with coworkers, other agencies and the public.

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**Physically able to:**

- Sit, keyboard, write, hear and speak for extended periods.
- Read and analyze data.
- Clear vision required.
- Lift up to 20 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.