



EMPLOYMENT OPPORTUNITY

DEPUTY CITY RECORDER – PART TIME **CITY RECORDER DIVISION**

In compliance with the Americans with Disabilities Act, persons needing Accessibility and/or Language assistance help should contact 801.629.8701, visit <http://accessibility.ogdencity.com> or contact Relay Utah at 711 or 888.735.5906.

POSITION SUMMARY

The Office of the City Recorder is the local official who administers democratic processes such as elections, access to city records, and all legislative actions ensuring transparency to the public. The City Recorder acts as a compliance officer for state and local statutes including the Government Records Access Management Act (GRAMA) and the Open & Public Meetings Act. The Recorder is the custodian of the City Seal and has oversight of the adoption and publication of the city's municipal code. The City Recorder also manages public inquiries and provides support services to Administration and City Council. This position is distinguished from other positions by the level of responsibility assumed and the complexity of duties assigned. Employees at this level are required to be fully trained in all procedures and will perform a wide variety of duties in support of the Recorder's Office such as general research, support to major Boards and Commissions, and general office management. Receives general supervision from the City Recorder.

EXPERIENCE AND TRAINING STANDARDS

Requires two years of increasingly responsible secretarial or clerical experience involving the maintenance of complex records management systems. Required training equivalent to the completion of the twelfth grade supplemented by specialized secretarial and records management training; must be able to type at 60 wpm net; Certified Municipal Clerk (CMC) preferred, or ability to obtain certification.

ESSENTIAL JOB FUNCTIONS

- Promote and follow the City's mission statement, values, and expectations.
- Provide support services at various meetings, including City Council, Redevelopment Agency, Municipal Building Authority, Mayor's Administrative Review Meeting, Public Safety Employee Appeal Board and other meetings or hearings as assigned. These services include preparation of agendas, informational materials, attendance at meetings, preparation of minutes of said meetings, and preparation of all legal notices required to comply with the Open & Public Meetings Act.
- Attend after-hours and off-site meetings as assigned; own transportation required.
- Assist the public by providing access to City records in compliance with the Government Records Access and Management Act (GRAMA). Provide research assistance to City departments and divisions.
- Assist with division imaging/scanning needs.
- Type and proofread a wide variety of reports, letters, and forms; type from rough draft or verbal instruction; compose correspondence related to assigned responsibilities.
- Assist with City Elections.
- Maintain confidentiality with highly sensitive materials and matters.
- Excellent time management, organization, and multi-tasking abilities.
- Collaborate in the development and implementation of goals, objectives, policies, and priorities.
- Participate in safety and risk management activities; take action to reduce liability to the city.

- Attendance and punctuality are essential functions of this position. Employee is required to work as a team and frequently meet with co-workers and supervisor; employee is required to communicate in-person with the public during office hours; and employee is required to use on-site equipment.
- Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge, skills, abilities:

- Advanced computer skills and knowledge of modern office procedures.
- Advanced organizational skills and ability to multi-task.
- Principles of business writing and basic report preparation, including English usage, spelling, grammar, and punctuation.
- Knowledge of and experience with parliamentary procedures in a meeting setting.
- Practices in minute taking and preparation.
- Knowledge regarding the organization and operation of the city, the City Recorder's Office, and outside agencies as necessary to assume assigned responsibilities.
- Ability to accurately record and transcribe legislative actions, ability to capture legislative discussions and concepts into concise terminology.
- Ability to read and understand City ordinances, and applicable Municipal and State Code.
- Ability to be accurate, fast, and give great attention to detail while engaging in repetitious work.
- Type at a speed necessary for successful job performance. (60 wpm)
- Work independently in the absence of supervision.
- Ability to effectively communicate and understand instructions both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain the mental capacity which allows for the effective and professional interaction and communication with co-workers, division manager, department directors, city administration, city council office and the public.
- Ability to attend after-hours and off-site meetings as assigned.
- Ability to maintain effective audio-visual discrimination and perception needed for; making observations; communicating with others; operating assigned equipment and vehicles as required by the position.
- Ability to comply with all city policies and regulations, including safety and risk management standards.

WORKING CONDITIONS

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

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is frequently required to sit, walk, and talk or hear. The employee is occasionally required to lift and or move up to 50 lbs. Work is performed in an office environment; sustained posture in a seated position; work at a centralized public counter.

CRIMINAL HISTORY BACKGROUND CHECK

Successful applicant must pass background check.

MOTOR VEHICLE REPORT

Driving record of successful applicant will be obtained by the HR office.

EDUCATION REQUIREMENT

Successful applicant must submit a copy of above education requirements when requested.

VETERAN'S PREFERENCE POINTS

Applicants MUST submit a copy of their DD-214 to the Human Resource office during the interview process. This is for initial appointments only.

SALARY RANGE

\$18.50 - \$23.50 Hourly Rate, Depending on Qualifications. This position does not qualify for benefits.

APPLICATION PROCEDURE

On-line applications will be accepted at www.ogdencity.com until filled. If you do not have access to a computer, you may come to the Ogden City Human Resources office located at 2549 Washington Blvd., Suite 220, Ogden, UT 84401 between the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday.

All applications/resumes will be evaluated and ranked based on relevant education and experience as stated therein. Highest ranking applicants may be invited for a personal interview.

WE ARE A DRUG FREE WORKPLACE

AA/EOE/ADAAA

November 16, 2021