



THE CITY OF ROCKLIN ANNOUNCES AN OPENING FOR:

DEPUTY CITY CLERK

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The Vision Statement of the City of Rocklin is to become a city that provides its citizens with exceptional quality of life while maintaining its small town sense of community.



Application Deadline:

Tuesday, October 2, 2018 by 5:00 PM

CAREER OPPORTUNITY

The City of Rocklin is accepting applications for a Deputy City Clerk. Under general supervision of the City Clerk, assists to perform a variety of responsible and complex technical and administrative functions in support of the City Clerk's Office; processes and records official City documents; provides public records as requested; assumes the duties of the City Clerk in his/her absence; provides administrative support to the City Manager, City Attorney, and the City Council; provides general assistance to the public; greets people visiting the City Manager, City Attorney or City Clerk, and performs related work as required or assigned.

This is a single-position, advanced journey level classification where incumbents are expected to independently accomplish duties that involve exercising sound decision making and proper judgment. The Deputy City Clerk is distinguished from the Senior Office Assistant and Administrative Assistant in that the former is required to gain a thorough knowledge of policies and procedures pertaining to matters before the City Council agendas, resolutions, ordinances, and records management.



COMMUNITY

The City of Rocklin is located in South Placer County at the intersection of Interstate 80 and State Highway 65, and is a thriving community of 66,830 residents located at the base of the Sierra Nevada Mountains. Rocklin is a preferred location for business and living due to its convenient location, excellent schools, diverse mix of housing, abundant parks and recreational opportunities, and the highest commitment to public safety.

Rocklin's outstanding educational systems includes Rocklin Unified, one of the top-ranked unified school districts in the state, as well as Sierra College, ranked first in Northern California for transfers to 4-year universities and William Jessup University, a fast-growing private, 4-year university. In addition to vibrant retail centers, Rocklin has a diverse range of business types including finance, insurance, health care, technology, engineering and utilities. Businesses choose to make their home in Rocklin because of our strong demographics, low business license fees and a great quality of life that appeals to employers and their employees.

TEAM ROCKLIN CULTURE

As an organization, the City of Rocklin is dedicated to maintaining high standard of service, a collaborative team environment, innovative ideas, transparency, and on-going training and development. Team Rocklin takes pride in serving the citizens and maintaining a safe and thriving community. Rocklin team members appreciate the strong support they receive from the citizens who respect and value what they do to keep the City a great place to live, work and play. Working at the City of Rocklin, you can see firsthand the strong sense of community and high standard of service. Rocklin continues to be an innovative leader that is creating its own identity by challenging the status quo. Team Rocklin members are capable experts in their fields, who work together to accomplish the strategic objectives set forth by the City Council.

ORGANIZATION

The City of Rocklin is a General Law City and operates under the Council/Manager form of government. Five Council Members are elected at large for four-year terms. Each year, the Council elects the Mayor and Vice-mayor from within their ranks. The City Council appoints the City Manager. Management staff from all departments work closely together to ensure stable growth and ongoing quality of life within the community. The City Council consistently supports public safety goals and efforts to maintain one of the safest communities in the State.

The City prides itself as having friendly people, small town charm, as well as tree-lined and safe, thriving neighborhoods. City staff work closely with residents and businesses to provide the best municipal services possible.



SALARY AND BENEFITS

■ Salary Range

\$56,927 - \$78,474 per year

■ Medical

The City pays \$1,093 per month and the employee pays the difference. A variety of plans are offered through CalPERS. (Effective 10/1/18, the City will contribute \$1,200 per month)

■ Dental and Vision

City-paid for employee and dependents

■ Leave Accruals

Sick Leave: 12 sick days per year

Vacation: 15 days first year, progresses up to 27 days based upon years of service

Holidays: 10 paid holidays per year

■ Retirement-CalPERS (in accordance with Public Employees' Retirement Law)

2% @62 (PEPRA) employees: Hired on or after January 1, 2013 with no prior membership with a California public retirement system or not eligible for reciprocity.

2% @ 55 (Classic) employees: Employees who are CalPERS members and who meet the definition of a Classic Member as determined by CalPERS.

■ Deferred Compensation

Rocklin offers two optional 457 plans for employee participation.

■ Life Insurance

- Life Insurance and AD&D: City paid \$50,000
- Long-Term Disability: coverage is 50% of monthly salary up to \$6,000/month

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

- Independently performs a wide variety of difficult, complex, specialized and confidential administrative support for the City Clerk, City Manager, City Attorney, and City Council, including composing, editing, and formatting documents including pleadings, briefs, opinions, ordinances, resolutions, contracts, and correspondence.
- Coordinates and prepares agendas for City Council meetings, reviews agenda items for compliance with legal requirements; provides the required public notices for meetings and public hearings as assigned; and provides copies of resolutions, ordinances, agendas, and minutes.
- Attends assigned City Council and other City Commission meetings; records the items before the council and/or commission, and the actions taken regarding the disposition of such items.
- Administers oaths and affirmations; takes and certifies affidavits and documents pertaining to City matters; handles court filings; and receives and processes claims filed with and against the City.
- Develops, coordinates, implements, and maintains sensitive and confidential records of the City, including retention, retrieval, and destruction of records; destroys records in compliance with authorized policies and procedures ensuring compliance with federal, state, and local regulations; responds to requests for public records; receives and tracks all Fair Political Practices Commission (FPPC) related documents; maintains and provides public access to all City public records; distributes and receives 700 filings; and attests, publishes, posts, and indexes and files all ordinances and other City public records.
- Assists in conducting municipal elections; and assists in maintaining the Municipal Code.
- Provides information to the public or City staff that may require the interpretation of policies, rules, or procedures; receives and responds to calls and visitors with tact and diplomacy; researches and responds to requests for sensitive information and assistance; helps resolve citizen concerns and complaints.
- Researches and assembles information from a variety of sources for the completion of forms or the preparation of reports; makes arithmetic and statistical calculations; maintains records and files.
- Prepares a wide variety of complex reports, summaries, memoranda and forms requiring independent research, assembly of information, judgment and interpretation, and prepares complex tables and spreadsheets.
- Proofreads and checks typed and other materials for accuracy, completeness, and compliance; prepares correspondence, reports, forms and specialized documents.
- Acts as City Clerk in his/her absence.

EXAMPLES OF DUTIES, KNOWLEDGE, AND ABILITIES

Duties may include, but are not limited to the following:

Knowledge of:

- Pertinent local, State and Federal laws, rules, and regulations, including the California Public Records Act, the Ralph M. Brown Act, the California Political Reform Act, the California Elections and Government Codes, and the regulations of the California Fair Political Practices Commission
- Principles and practices of government records management including records and retention laws
- Legal terms, forms, and documents
- Court procedures and requirements
- City and department policies, rules, and methods of operation
- Organization and function of public agencies, including the role of the City Manager, City Clerk, an elected City Council, and appointed boards and commissions
- Standard office administrative practices and procedures
- Methods and techniques of effective technical report preparation and presentation
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, and regulatory organizations and with property owners, developers, contractors and the public
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone
- Pertinent federal, state and local rules, regulations and laws applicable to assigned projects
- Computer applications related to the work, including word processing, database, and spreadsheet applications; and specialized software used in the City Clerk's office.
- Records management principles and practices

Ability to:

- Perform responsible and complex administrative support work involving the use of independent judgment, and personal initiative
- Understand, interpret, and explain policies, procedures, laws and regulations related to assignment
- Know and understand all aspects of the job
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Respond to and effectively prioritize multiple phone calls, walk-up traffic and other requests/interruptions.
- Establish and maintain a complex and extensive records management system.
- Prepare, monitor, and update various agreements, contracts, policies, and other documents
- Resolve customer service issues in a professional manner.
- Coordinate department activities with other City departments and agencies as required
- Interpret and apply federal, state and local policies, procedures, laws and regulations
- Organize and coordinate the activities of public and private community groups
- Analyze complex problems, evaluate alternatives, and make sound recommendations.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines
- Effectively represent the department and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations and individuals
- Establish and maintain effective working relationships with those contacted in the course of the work

Minimum Qualifications

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Five (5) years of increasingly responsible secretarial or administrative experience and completion of the 12th grade.

SUPPLEMENTAL QUESTIONNAIRE

1. After reviewing the minimum qualifications, describe how your education and experience qualifies you for this position.

LICENSE REQUIREMENTS

- A valid California class C driver license with satisfactory driving record is required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.
- Possession of or the ability to obtain a Certified Municipal Clerk (CMC) certificate.
- Possession of or the ability to be commissioned as a Notary Public of the State of California.

APPLICATION PROCESS

Applicants may apply [on-line](#) or by submitting a [hard copy employment application](#) to the Human Resources Office at the address below. Incomplete applications will not be accepted. [Electronic submittals](#) are preferred.

*City of Rocklin-Human Resources Office
3970 Rocklin Road, 2nd Floor
Rocklin, CA 95677*

Telephone: (916) 625-5050 FAX: (916) 625-5099 Job Line: (916) 625-5060

SELECTION PROCESS

Applications will be screened based on qualifications, and those applicants that best meet the needs of the City will be invited to participate in the next step in the City's selection process.

Offers of employment are conditional upon successful completion of a pre-employment physical examination and fingerprint clearance. All applicants will be notified by e-mail following the application review.

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City of Rocklin is an equal opportunity employer.

If you possess any disabling limitation that would require test/interview accommodation, please inform the Human Resources Office upon submittal of the application. Medical disability verification may be required prior to accommodation.