



CITY OF LAGUNA NIGUEL

EMPLOYMENT OPPORTUNITY

DEPUTY CITY CLERK

CITY CLERK DEPARTMENT

FULL TIME

SALARY RANGE: \$5,043 - \$6,305 with excellent benefits

FILING DEADLINE: Apply Immediately, Open Until Filled.
First Review of Applications – Friday, September 3, 2021.

Laguna Niguel is a premiere master-planned community located in south Orange County, just minutes away from California's beautiful beaches and pristine coastline. The City is home to approximately 66,000 residents that enjoy a beautiful, safe, vibrant, financially secure, and dynamic community.

It is an exciting time for the City Clerk's Department. The Department's mission is to support municipal functions through the administration of legislative processes, election services, and records management. The Deputy City Clerk position is an outstanding opportunity for a dedicated and skilled professional with municipal administrative experience. The ideal candidate will be responsible to provide excellent customer service, strong organizational skills, strong attention to details and have proficient computer skills. The successful candidate will also possess a strong work ethic, thrive in a collaborative and fast paced environment, and be motivated to meet established goals, initiatives, and meet deadlines. Candidates possessing all of these qualities are invited to apply for the Full-time Deputy City Clerk opportunity in the City of Laguna Niguel City Clerk's Department.

EXAMPLES OF DUTIES:

Important responsibilities and duties may include, but are not limited to, the following:

- Assist the City Clerk in performing the day-to-day operations of the City Clerk's Department, including the execution and maintenance of administrative files, resolutions, ordinances, contracts and agreements.
- Act in the absence of the City Clerk as needed.
- Assist the City Clerk with the development and implementation of goals, objectives, policies, and priorities for departmental programs.
- Assist the City Clerk in planning and conducting City municipal elections as required by state law; assists in organizing and maintaining required Fair Political Practices Commission (FPPC) filings and election campaign disclosure statements.
- Assist the City Clerk with coordinating and preparing City Council meeting agendas; prepare and distribute agenda packets; coordinate meeting logistics and room set-up; and transcribe meeting minutes.
- Assist the City Clerk in budget administration, preparation and analysis; investigates proposals for new programs, services, equipment and personnel; prepare reports and other correspondences recommending adjustments in budget proposals.
- Ensures compliance with the Public Records Act, the Freedom of Information Act, and the Brown Act.
- Receive, process, and respond to Public records requests, subpoenas, complaints and other requests for information; research and organize information; ensure compliance with legal and regulatory requirements.

- Organize, administer and maintain files on legal documents.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles and practices of records management and municipal government.
- English usage, spelling, grammar, and punctuation.
- Business letter writing and basic report preparation.
- A variety of public documents including contracts, ordinance and resolutions.
- Municipal elections processes and procedures.
- Applicable federal, state and local laws, codes, ordinances, and regulations including laws underlying elections and municipal records.
- Modern office methods, procedures, and computer equipment.

Ability to:

- Implement municipal laws and procedures related to official municipal records.
- Implement election laws and requirements.
- Prepare official meeting minutes.
- Provide information and organize material in conformance with policies and regulations.
- Type at a speed necessary for successful job performance.
- Take and transcribe dictation from audio file at a speed necessary for successful job performance.
- Organize and maintain various office files.
- Respond to public requests and inquiries in a timely and professional manner.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING:

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

- Three years of increasingly responsible administrative and secretarial experience, preferably in a City Clerk's office.
- G.E.D Certificate of Completion or High School Diploma.
- Bachelor's degree from an accredited college or university in a related field is highly desirable.

LICENSES:

- Possession of, or ability to obtain, a valid California Driver's License.
- Certification as a Certified Municipal Clerk is highly desirable.
- Current Notary Commission is highly desirable.

HOW TO APPLY:

A required City application form is found online at the City's website at www.cityoflagunaniguel.org. Applications must be filled out completely and must show that the minimum qualifications are met. Completed City applications and supplemental documents, including a resume and cover letter, should be submitted online via email to HR@cityoflagunaniguel.org, or in person to the Human Resources division at City Hall (30111 Crown Valley Parkway, Laguna Niguel). Based upon information presented on the applications, those applicants possessing the most suitable qualifications will be requested to continue in the recruitment process. All applicants will be notified by email of the results of the selection process.

SPECIAL NOTICES:

The City of Laguna Niguel recruits and hires without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information.

The Immigration Reform and Control Act of 1986 requires that you must be a U.S. citizen or an alien lawfully authorized to work in the United States to be eligible for hire.

This job bulletin does not constitute an exceptional or implied contract and provisions contain herein may be modified or revoked at any time without prior notice or agreement.

The City of Laguna Niguel is a Drug Free Workplace, and complies with Federal Law; therefore the City prohibits the use of cannabis, including medicinal use, and all illegal drugs by employees and prospective workers.

Note: Offers of employment are conditional upon successful completion of a job-related physical examination including drug screen.

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