



Deputy City Recorder

Application Packet includes:

Job Announcement

Job Description

City of Warrenton Employment Application

Supplemental Questions

Please return completed City of Warrenton Job Application, Resume and Cover Letter to Warrenton City Hall at 225 S. Main Avenue, PO Box 250, Warrenton, OR 97146. Open until filled; first review April 1, 2019.

Any questions contact Dawne Shaw at 503-861-0823 or email at dshaw@ci.warrenton.or.us

City of Warrenton, Oregon

DEPUTY CITY RECORDER: Salary Range 15: \$2,866.24 – 3,483.93 monthly + excellent benefits (\$3,010.61 – 3,659.42 monthly if Certified or Master Municipal Clerk). FT nonexempt position. This position combines statutory responsibility for official documents with advanced administrative support to the City Recorder and City Manager. Under supervision of the City Recorder, performs a variety of complex administrative duties. Provides back-up to Building and Planning Departments, as requested. A flex schedule will be utilized when more than 8 hours are worked in a day in any given week due to evening meetings. **REQUIRES:** HS Diploma or equivalent. Minimum five years' administrative experience or satisfactory combination of education, experience and training which demonstrates the knowledge, skills, and abilities to perform the above duties. The interview process includes a basic skills assessment test. Full job description and application packet can be obtained from our website or at City Hall, 225 S. Main Ave., Warrenton, OR 97146. (503) 861-2233 www.ci.warrenton.or.us. **Closing Date:** Open until filled - First review Monday, April 1, 2019. EOE

CITY OF WARRENTON CLASS SPECIFICATION

DEPUTY CITY RECORDER

DEPARTMENT: Administration

CLASSIFICATION: Non-Exempt

SALARY RANGE: 15; 16 if Certified or Master Municipal Clerk

DEFINITION: Under the general supervision of the City Recorder or his/her designee, this position combines statutory responsibility for official documents with advanced administrative support to the City Recorder and City Manager. Performs a variety of highly responsible and complex clerical, secretarial, and administrative duties and assists in the daily operations of the Administrative/Commission Department. Provides back-up to Building and Planning Departments, as requested. A flex schedule will be utilized when more than 8 hours are worked in a day in any given week due to evening meetings.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists with preparation of City Commission meeting agendas and tentative agendas; assembles and distributes agenda packets; sends out public notices for posting according to State laws
- Prepares Commission Chambers for various meetings, including bi-monthly City Commission meetings and weekly Mayor's Coffee meetings
- May attend periodic evening meetings as backup to the City Recorder; attending, recording and transcribing accurate minutes of all proceedings of the City Commission &/or Budget Committee
- Prepare ordinances, resolutions and proclamations as requested
- Obtain signatures on ordinances, resolutions, and contracts; send ordinances for codification quarterly
- Maintains indexes to easements, deeds, ordinances, resolutions, leases, contracts and agreements
- Responsible for posting meeting agenda packets, news, events, and other information to the City's website
- Maintains City's website and Facebook page; ensuring up-to-date information, postings and troubleshooting
- Maintains City records in accordance with established policies; including filing, storage, data entry, indexing, tracking, retrieval of City records, and destruction in accordance with Oregon State Retention Schedule
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- Provides record retrieval/research and assists with Public Record Requests; provides assistance to other departments requiring historical information
- Records City documents at County office of Assessment and Taxation, as directed by the City Recorder
- Maintains meeting room calendar, arranges meetings and conferences for City Manager/City Recorder/Commission
- Manage all City Advisory Boards/Committees applications, appointments and resignations; maintains up-to-date information including rosters and resolutions; keeps official copy of minutes for each committee
- Acts as secretary for the Urban Renewal Advisory Committee - attends all meetings and transcribes all meeting minutes
- Provides support for City Election Officer Duties
- Files reports with the League of Oregon Cities and Governmental Standard and Practices Commission
- Provides back-up to Building Clerk - answering phones and desk coverage when needed
- Serves as Oregon Notary Public
- Picks up and distributes city-wide mail daily
- Other duties as may be assigned of a similar complexity and responsibility

JOB QUALIFICATION REQUIREMENTS:

- Ability to perform responsible technical administrative support work with accuracy, speed, and minimal supervision
- Operate modern office equipment including computer equipment and specialized software applications programs
- Knowledge of general office and records maintenance practices and procedures
- Rules of effective English, spelling, usage and grammar
- Advanced work processing and operation of standard office equipment.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work
- Maintains active membership in Oregon Association of Municipal Recordors

- Maintains knowledge of Oregon Revised Statutes regarding Record Retention, as outlined by the State Archivist

EDUCATION AND EXPERIENCE: High School Diploma or equivalent. Minimum five years' experience in an administrative position, or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the above duties.

SPECIAL REQUIREMENTS: Valid Oregon Driver's License. Certified Municipal Clerk Status through the International Institute of Municipal Clerk's is desirable.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to stand, sit, communicate, reach and manipulate objects, and drive a motor vehicle. This position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis, such as files, books, office equipment, storage boxes, etc., and may weigh up to 25 pounds. Manual dexterity and coordination are required more than 50% of the work period while operating equipment such as computer keyboard and general office equipment.

WORKING CONDITIONS: Usual office working conditions. The noise level in the work environment is typical of most office environments with telephones, personal interruptions, background, and some street noise. This position includes a flexible schedule agreement (attached as exhibit A).

SUPERVISION: This position works directly under the supervision of the City Recorder and/or City Manager.

THIS POSITION DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK ASSIGNED BY THE CITY RECORDER OR CITY MANAGER.

City of Warrenton

Application for Employment

An Affirmative Action, Equal Opportunity, Employer

"Making a difference through excellence of service"



CITY OF WARRENTON

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Mailing Address: _____
Address Apartment/Unit #

City State ZIP Code

Phone: () _____ Alternate Phone: () _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever been a City of Warrenton employee? YES NO If yes, when? _____

Are you now a City of Warrenton employee? YES NO Dept. _____

Do you have relatives employed by the City of Warrenton? YES NO If yes, indicate name, relationship, dept.

Do you possess a valid driver's license? YES NO State: _____

Class: _____ Endorsement: _____

(A valid driver's license is required only when stated on the job announcement.)

Office Skills

Typing Speed (wpm) : _____ Can you operate a computer? Yes _____ No _____

Do you speak a language other than English? YES NO If so, what language? _____

Computer Operation

Describe your computer operation skills, including programs used: _____

Equipment Operation

Describe your equipment operation skills related to the job for which you are applying: _____



Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____
High School Equivalency? YES NO School: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Licenses and Certificates

List any school course or vocational training, licenses, certifications, or other qualifications which bear on your suitability for this position:

EMPLOYMENT HISTORY: Begin with your present or most recent job. List all jobs separately including on-the-job training, and volunteer work. Please be sure you completely describe in the section below the duties you performed which demonstrate that you are qualified to perform the duties for which you are applying. If in doubt about listing a particular job, it may be to your advantage to list it. Additional pages or a resume may be attached, but all statements on the application must be completed. Incomplete applications may result in disqualification. A resume does not substitute for an application. If a supplemental questionnaire is required, it must accompany this application.

Employment History

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO



Employment History continued

Company: _____ Phone: () _____
Address: _____ Supervisor: _____
Job Title: _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () _____
Address: _____ Supervisor: _____
Job Title: _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____
Rank at Discharge: _____ Type of Discharge: _____
If other than honorable, explain: _____

Disclaimer and Signature

IMPORTANT: Employment with the City of Warrenton may require transfer to different shifts or work location. In accepting employment with the City you are consenting to such transfers. Federal law requires anyone employed by the City to present proof of identity and proof of authorization to work in the United States.

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

Supplemental Questions

City of Warrenton

Deputy City Recorder

Supplemental questions must be completed and submitted with application and resume.

1. Describe your skills and experience working in a team-oriented professional office setting.
2. Describe your computer and technology skills, including any office software you have experience with.
3. Describe your work ethic.
4. Describe what particularly interests you about his position and working for the City of Warrenton.
5. Describe how well you work under pressure and with deadlines.