



## **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 January 4, 2021. Any questions contact Dawne Shaw at 503-861-0823 or

## City of Warrenton, Oregon

**DEPUTY CITY RECORDER:** Salary Range 15: \$2,952.80 – 3,589.15 monthly + excellent benefits (Range 16: \$3,101.53 – 3,769.93 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 highly responsible and complex clerical, secretarial, and administrative duties and assists in the daily operations of the Administrative/Commission Department. Performs the functions of the Planning Commission Secretary. 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](http://www.ci.warrenton.or.us).

**Closing Date:** Open until filled - First review January 4, 2021

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. Performs the functions of the Planning Commission Secretary. 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 Planning Commission meeting agendas; assembles and distributes meeting packets
- Acts as secretary for the Planning Commission - attends all meetings and transcribes all meeting minutes
- Prepares Commission Chambers for various meetings, including bi-monthly City Commission meetings, monthly Planning 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, Planning 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 Social Media pages, ensuring up-to-date information, postings and troubleshooting
- Maintains City records in accordance with established policies, including electronic records management, filing, storage, data entry, indexing, tracking, retrieval of City records, and destruction in accordance with Oregon State Retention Schedule
- 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 word 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 Recorders
- 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.

MEMORANDUM OF UNDERSTANDING

Between

City of Warrenton

and

AFSCME LOCAL 2746-5

Deputy City Recorder

Flexible Schedule

THIS MEMORANDUM OF UNDERSTANDING is entered into by and between the CITY OF WARRENTON and AFSCME LOCAL 2746-5:

WHEREAS, the parties hereto desire by this memorandum of understanding to memorialize in writing the agreement regarding \_\_\_\_\_, "employee" as the Deputy City Recorder employee. This position is budgeted for a 40-hr. work week.

WHEREAS, due to operational needs, including the nature of the workload, and attendance at Planning Commission and City Commission evening meetings, the City would like to assign a flexible schedule to the position of Deputy City Recorder. The employee is willing and able to work a flexible schedule as a benefit to the employee also.

NOW, THEREFORE, IT IS HEREBY AGREED by and between the parties as follows:

1. The parties acknowledge and agree that employee may be assigned a flexible schedule, and not be constrained to the normal 8-5 workday, as under Article 4.1.
2. Such schedule will be determined by the City Manager or City Recorder. The employee will be given reasonable advance notice of schedule changes.
3. The parties agree that the intent of this agreement is to generally provide a regular and reoccurring schedule with flexibility in scheduling as necessary.
4. Except as specifically provided in this memorandum of understanding, all other Terms and conditions of the collective bargaining agreement shall remain in full force and effect. This agreement is non-precedent setting.

FOR THE UNION:

FOR THE CITY:

\_\_\_\_\_  
AFSCME Representative      Date

\_\_\_\_\_  
City Manager                      Date

\_\_\_\_\_  
Deputy City Recorder      Date

# City of Warrenton

## Application for Employment

An Affirmative Action, Equal Opportunity, Employer



### 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

**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





**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: \_\_\_\_\_

## Veterans' Preference Form (ORS 408.230)

Veterans who meet the minimum qualifications for a position open for recruitment may be eligible for preference in employment under Oregon law. If you are a Qualified Veteran or Qualified Disabled Veteran and would like to be granted preference in the selection and hiring process for a specific posted job, please fill out this Veterans' Preference Form and provide proof of eligibility by submitting a copy of form DD-214 or 215 (Copy 4). This completed form and required supporting documentation must be submitted with your application for consideration for Veterans' Preference.

**Qualified Veteran Questions:** *Veterans' preference may be claimed if you check at least one of the boxes below and provide proof via form DD-214 or 215 (Copy 4)*

**ORS 408.225(f)** - I served on active duty with the Armed Forces of the United States:

- For a period of more than 90 consecutive days beginning on or before January 31, 1955, and was discharged or released under honorable conditions
- For a period of more than 178 consecutive days beginning after January 31, 1955, and was discharged or released from active duty under honorable conditions
- For a period of 178 days or less and was discharged or released from active duty under honorable conditions because of a service due to a service-related disability
- For a period of 178 days or less and was discharged or released from active duty under honorable conditions and have a disability rating from the United States Department of Veterans Affairs
- For at least one day in a combat zone and was discharged or released from active duty under honorable conditions
- And received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from active duty under honorable conditions
- And receiving a nonservice – connected pension from the United States Department of Veterans Affairs

**Qualified Disabled Veteran Questions:** *Additional preference may be claimed if you check at least one box below and provide proof of eligibility via a copy of DD-214 or 215 (Copy 4), and a public employment preference letter from the United States Department of Veteran's Affairs (letter may be requested by calling 800-827-1000)*

- I am entitled to disability compensation under laws administered by the United States Department of Veterans Affairs; or
- I was discharged or released from active duty for a disability incurred or aggravated in the line of duty; or
- I was awarded the Purple Heart for wounds received in combat

I hereby claim Veterans' Preference, have attached proof of eligibility as directed and certify that the above information is true and correct. I understand that any false statements may be cause for my disqualification, or dismissal, regardless of when discovered.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

***This form and supporting documentation must be received by the City of Warrenton no later than the closing time and date of the job posting. If you have any specific questions, please contact the hiring department.***

(503) 861-0823 or [cityrecorder@ci.warrenton.or.us](mailto:cityrecorder@ci.warrenton.or.us)

## **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 this position and working for the City of Warrenton.
5. Describe how well you work under pressure and with multiple deadlines.