



## *City of La Marque Position Description*

### *DEPUTY CITY CLERK*

**Title:** Deputy City Clerk  
**FLSA Status:** Non- Exempt

**Department:** City Clerk  
**Reports to:** City Clerk

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#### **Job Summary**

The Deputy City Clerk actively assists in planning, directing, managing, and overseeing the activities and operations of the City Clerk Department. This role actively contributes to budget preparation and administration. Direct supervision of departmental support staff is a key aspect of this role, along with overseeing various office tasks, including program development and evaluation, procedure enhancement, and policy formulation. The position also entails conducting research and thorough analysis of pertinent matters. This multifaceted role encompasses diverse administrative responsibilities and necessitates an unwavering commitment to city policies. The Deputy City Clerk facilitates seamless communication among staff, vendors, elected officials, and citizens, offering indispensable administrative support and seamlessly assuming their duties in the absence of the City Clerk.

This is a highly responsible and complex position, demanding extensive knowledge of governmental laws and procedures and a comprehensive understanding of the requirements and policies governing the City, the State, and the office of the City Clerk.

#### **Essential Job Functions**

- Adhere to all City policies and procedures, including but not limited to the Employee Handbook, Attendance Policy, Safety Policies and Procedures, and appropriate business attire for office personnel.
- Communicate effectively with staff, vendors, elected officials, and citizens, providing high-level administrative support services.
- Maintain departmental records, ensuring their appropriate use, retention, and destruction.
- Manage the Records Retention Center, ensuring efficient document storage and retrieval.
- Compose, type, and edit various materials, demonstrating sound judgment in content, accuracy, and completeness.
- Assist in compiling agenda items for City Council meetings, including preparing and distributing agenda packets and summarizing and publishing agenda information.
- Prepare and publish legal and public notices in coordination with City Departments.
- Sort and distribute incoming mail for the Mayor and Councilmembers.
- Index and cross-reference bids, ordinances, resolutions, and other critical documents.
- Help maintain a rolling equipment list.
- Maintain confidential data and information for executive staff.
- Demonstrate a pleasant, professional manner, telephone and customer service orientation, and strong interpersonal skills.
- Research public records and provide information to the public and staff regarding City Council actions, laws, ordinances, procedures, and projects; independently compose responses to requests for information.
- Certify, notarize, and record City documents, ensuring their legal validity.
- Process Alcohol pre-qualification packets and send letters to violators.
- Provide support to Boards and Commissions, if assigned.



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- Assist the City Clerk in the administration and support of the County for the conduction of Municipal Elections.
- In the absence of the City Clerk, perform their duties, such as attending meetings, taking minutes, and preparing minutes.
- Assist in the development and preparation of the annual budget and monitor expenditures throughout the year.

#### **Required Education, Training, and Experience:**

- Some collegiate experience from an accredited college or university in Business, Political Science, Public Administration, or a related field.
- Equivalent combination of education, experience, certification, and/or licenses sufficient to successfully perform the job's essential functions.
- Advanced computer skills.
- (2) years of Supervisory experience.
- Valid Driver License issued by the State of Texas with an acceptable driving record.
- Notary Public or the ability to become a Notary Public for the State of Texas.
- Ability to obtain a Texas Registered Municipal Clerk status within three (3) years

#### **Preferred Education, Training, and Experience:**

- Four-Year degree from an accredited college or university in Business, Political Science, Public Administration, or a related field.
- Certified Texas Municipal Clerk from the Texas Municipal Clerk's Association.
- Experience working in a Home Rule city and with local, state, and federal laws, policies, and procedures.
- Knowledge of Texas Public Information Act.
- Knowledge of records management, retention, migration of records into electronic format, and managing records center storage.
- Knowledge of budget creation and management.
- Skill in effective oral and written communications.
- Skill in independently prioritizing, tracking, and managing multiple projects, assignments, and duties to comply with statutory deadlines with strong attention to detail.
- Strong diplomatic and conflict resolution skills to build interpersonal relationships across departmental and community lines.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? Yes/No \_\_\_\_\_

**EMERGENCY OPERATION CLASSIFICATION: TIER 2** - Employees not at work are responsible for maintaining contact with their supervisor regarding assignments, to stay abreast of the situation by monitoring radio and television for instructions, and by calling the Emergency Operations Center daily.



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**The City of La Marque is an Equal Opportunity Employer of Qualified Individuals  
(Circle One)**

I have read the job description above and can perform the job duties **with** **without** any reasonable accommodation.

Witness: Supervisor's Signature	Date	Employee's Signature	Date