

CITY OF BURBANK

MUNICIPAL RECORDS CLERK

DEFINITION

Under direction, to perform a variety of complex administrative clerical work in the Office of the City Clerk; and to do related work as required.

ESSENTIAL FUNCTIONS

Supervises and prepares revisions to the Municipal Code, including coordination with the City Attorney's Office, proofreading, editing, collating, and distributing materials; prepares agendas for the City Council, Redevelopment and other agencies; drafts and prepares minutes for agencies; prepares regular and adhoc reports, forms and documents, and composes and prepares routine correspondence; scans and indexes documents and maintains complex electronic and manual files; prepares documents for recordation, certification and/or distribution, including copies of resolutions and ordinances, agreements, grant deeds, notices of completion, and encroachment permits; prepares, coordinates, verifies for accuracy, and monitors accurate and timely publication of various types of legal notices for public hearings, elections, and bid schedules; answers inquiries by telephone and in person and provides accurate information and referral; assists in performing research; assists in preparation and monitoring of election documents, and documents filed under the provisions of the Fair Political Practices Act; assists in budget preparation and monitoring the Department's accounts; processes financial transactions including invoices and bills, monitors petty cash funds, receives money, prepares receipts, and reconciles or balances accounts and/or billing statements; plans, arranges, and coordinates meetings, conferences, and workshops, and handles logistics; participates in recommended training programs and helps cross train other staff members; maintains the Departmental webpage and keeps it current; may direct the work of others;

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - modern office management methods, procedures and equipment, including but not limited to complex filing systems, computer equipment and supporting word processing and spreadsheet software; applicable local, state, and federal laws and legislation; standard record keeping and reporting methods; customer service practices; English usage, grammar, punctuation, and spelling.
- Skill in – use of computer software programs and applications
- Ability to - establish and maintain detailed record systems; accurately use grammar, punctuation, and spelling; make accurate detailed comparisons and maintain accuracy while performing routine repetitive tasks; analyze a variety of administrative and /or technical problems and make effective recommendations; locate, classify, and interpret a variety of information; prepare comprehensive reports; utilize computer equipment to accomplish assignments; work independently and demonstrate judgment and initiative to organize, prioritize, and coordinate work assignments; communicate effectively both verbally and in writing; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Graduation from high school or equivalent and four years of recent experience in responsible clerical work, including two years in one of the following areas: editing and proofreading difficult text, performing administrative, financial, or election support, or maintaining complex electronic and manual subject files; typing at 40 net words per minute.

SUPPLEMENTAL INFORMATION

A valid California Class "C" driver's license or equivalent may be required at time of appointment.