***Eagle Mountain***

***Job Description***

Title: Chief Deputy Recorder Code: 155

Division: Administration Effective Date: 07/13

Department: Executive Last Revised: 06/24

GENERAL PURPOSE

Performs a variety of **general** **administrative, technical and complex clerical** duties to expedite the fulfillment of the statutory responsibilities of the office of City Recorder. Performs official duties in the absence of the City Recorder.

SUPERVISION RECEIVED

Works under the general supervision of the City Recorder.

SUPERVISION EXERCISED

Provides close to general supervision to a Deputy Recorder(s) I and II while in training or on a project-by-project basis.

ESSENTIAL FUNCTIONS

**Council Meeting Preparation**: Prepares agenda(s) and packets for official legislative or executive meetings of the city; attends council meetings, takes and transcribes minutes; records, publishes and files new ordinances and resolutions; serves as custodian of city seal; acts as notary public, attests to signatures on official documents, agreements and contracts; assures compliance with laws and guidelines regarding public access to city records.

Attends council meetings; takes minutes, computer imports minutes into permanent records, files and cross-references; maintains permanent hard copy records in minute books; maintains permanent record of all original documents, copies and reference book for resolutions and ordinances; maintains bonds and bonding records; performs council meeting follow up, ensures proper processing of agreements, ordinances, resolutions, appointments, proclamations and subdivision actions including securing signatures, distributing copies, posting online, scanning, filing and indexing.

**City Elections**: Assists to coordinate city elections processes and logistics by ordering supplies, selecting poll workers and polling places, training poll workers when necessary, publishing legal notices and online postings, accepting declarations and filings, distributing absentee ballots, monitors compliance with campaign regulations; tabulates election results and auditing returns; maintains security of election proceedings; assist to organize and conduct special elections by referendum or initiative petition.

**GRAMA Processing**: Receives and responds to GRAMA requests; assures compliance with state laws related to public access (GRAMA II, UCA 11-14-202) following established regulations and guidelines, researches and collects material, redacts protected information and delivers documentation in a timely manner; collects fees and issues results hard copy or electronically.

**Records Management:** Ensures compliance with laws and guidelines regarding public access to city records; maintains city records management system; records documents and maps, catalogs and references documents and information for easy identification, location and duplication; assures proper classifications are applied to city documents and records; assists public by filling or coordinating records requests; establishes and monitors retention schedules on documents and assures timely archiving or purging of records according to law, ordinance or practice.

Prepares postings and public hearing notices; establishes methods for the recording and maintaining of all records, minutes of all proceedings, ordinances and resolutions passed by the city council and the posting or publishing of all ordinances; may certify by ordinance the annual tax levies to the county auditor; receives and files finalized city budgets and may issue copies to state auditor; distributes public copies as requested.

In the absence of the City Recorder, accepts, countersigns and certifies on behalf of the city all summons, lawsuits, and served notices; issues orders, answers, responses, etc., which are deemed final and conclusive according to state regulations; receives and processes claims of injury, personnel action appeals, etc. and certifies decisions of appeal board(s).

**Subdivision Plats & Applications**: Assists the City Recorder as needed with monitoring the submission of plats; determine proper signature authorization; ensure timely filing of plats with county recorder; maintains copies of city plats and maps; shepherds application process for Development Review Committee, performs initial plan checking and staff review to ensure compliance with zoning regulations and standards; maintains records of all special improvement districts (SID’s), special assessment areas (SAA’s), rural development area’s (RDA’s), etc.; records easements, deeds and other official property documents.

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**Water Use and Rights**: Assists the City Recorder as needed with management and oversite of the sale of CWP water use to developers within the City, with maintaining the inventory of CWP water takedown and sale of water use for development purposes. Works with City Attorney as needed regarding the conveyance of water rights, transfers and allocation of water for use within the City.

**Annexations**: Assists the City Recorder as needed with review of annexation petitions, reviewing and verifying accuracy of plats and maps, issuing proper notice and accepting written protests as prescribed by State Statute, instructs property owners in annexation procedures, distributes notices to proper entities, publishes meeting notices, schedules public hearings, files plats

**Cemetery**: Assists the City Recorder as needed to manage and maintain cemetery records; performs customer service; responds to general questions related to the cemetery and the sale of cemetery spaces; works with funeral homes and other individuals to schedule and accommodate interments.

**Information Technology Support:** Provides administrative support to City employees for the Granicus agenda management software, Office 365, Lifesize video meeting software and hardware, GoTo Connect phone software, the City website, and the City Hall audio-video system.

**General Administrative Support:** Prepares and posts various legal notices in compliance with law; maintains membership lists; acts as a notary; assists to maintain addressing and related plat maps; processes bond releases; orders office supplies.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school; plus, one (1) year of specialized training related to accounting, finance or related field;

AND

B. Four (4) years of progressively responsible experience directly related to above duties.

OR

 C. An equivalent combination of education or experience.

2. Knowledge, Skills, and Abilities:

**Working knowledge of** bookkeeping, accounting; laws governing records retention, archiving, management and access (GRAMA); modern office practices and procedures; principles of supervision; coding, classifying, and indexing methodology related to recording city ordinances, laws, contracts, documents. **Some knowledge of** administrative procedures; city government and inter-relationship of various city functions; technical writing; general research methods, sources, and procedures.

**Ability to** produce clear and accurate reports on a variety of subjects; acquire considerable knowledge of state and local statutes pertaining to city council meetings; exercise initiative, independent judgment and to act resourcefully under varying conditions; maintain strict confidentiality related to sensitive administrative information; operate personal computer (Windows) and city database system in utilizing various programs to produce or compose formal documents, reports and records; establish and maintain comprehensive records and files; work with the public and develop effective working relationships; communicate effectively, verbally and in writing; operate standard office equipment.

3. Special Qualifications:

May be required to be or become a Certified Municipal Clerk.

Must be bondable.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity is required. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.

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**Disclaimer**: In compliance with the ADA, reasonable accommodation will be considered, upon request, on a case-by-case basis during both the pre-employment process and to accommodate post-employment changes in employee physical abilities.  Accommodation decisions will be influenced by the need to prevent “undue hardship” to the city. The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_have reviewed the above disclaimer and job description. Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **(Employee)**