



CITY OF CULVER CITY
invites applications for the position of:

CITY CLERK SPECIALIST

An Equal Opportunity Employer

SALARY: \$30.03 - \$36.65 Hourly
\$5,204.33 - \$6,352.62 Monthly
\$62,452.00 - \$76,231.48 Annually

DEPARTMENT: Administrative Services

DIVISION: City Clerk

OPENING DATE: xx/xx/xx

CLOSING DATE: xx/xx/xx 05:00 PM

THE CITY:

Culver City is a Charter City incorporated in 1917, and is a destination filled with outdoor cafes, unique shops and galleries opening onto pedestrian-friendly boulevards. Culver City has a dedicated staff of approximately 700+ employees with an overall operating budget of over \$200 million. The City provides a full range of municipal services including Fire, Police, Community Development, Public Works, Parks, Recreation, and Community Services, and Transportation.

THE POSITION:

Positions in this classification are responsible for providing administrative and technical support in the operations of the Office of the City Clerk. This position will also oversee the design, implementation, coordination and maintenance pertaining to the City's records management program.

Some of the duties include:

- Performs a variety of complex and responsible administrative duties in the Office of the City Clerk.
- Designs, implements, coordinates and maintains a comprehensive City-wide records management program.
- Supervises the publication, filing, indexing and safeguarding of all City Council, Housing Authority, Parking Authority, Oversight, Successor Agency, and other Board, Commission, and Committee meeting proceedings. Supports and maintains the City's Legislative history.
- Assists visitors with issues regarding the activities of the Office of the City Clerk including acting as notary public and passport acceptance agent.
- Assists with the organization, conduct, and activities of municipal elections.
- Coordinates the activities of City Council appointed committees, boards, and commissions.
- Coordinates City Council schedules and travel needs.
- Makes presentations and delivers training to City departments regarding records management programs.
- Coordinates records retention, off-site retrieval of records, and destruction of records with City departments.

MINIMUM REQUIREMENTS:

Any combination of training and experience that could likely provide the required knowledge, skill and ability would be qualifying. Bachelor's Degree in Business or Public Administration or a closely related field. Two years of recent, paid work experience coordinating a comprehensive records management program or performing administrative duties in a City Clerk's office, or equivalent experience in a similar government agency.

Licenses and Certificates:

Possession of a valid California Class C driver's license. Possession of Notary Public and Certified Municipal Clerk (CMC) designation is desirable.

EXAMINATION PROCEDURES:

Applicants must receive a passing score on all of the following examination components in order to be placed on the eligible list. **Please note:** There is a six (6) month waiting period to re-test; therefore, applicants who have participated in the examination process within the preceding six (6) months will be deferred and will need to re-apply after the six (6) month waiting period.

1. WRITTEN TEST (weighted at 50%): To assess administrative skills such as records management, written communication and customer service skills and basic office procedures/computer proficiency (Tentatively scheduled for _____).
2. ORAL APPRAISAL INTERVIEW (weighted at 50%): To evaluate training, experience, and personal qualifications. (Tentatively scheduled for _____).

ADDITIONAL INFORMATION:

The provisions of this job posting do not constitute a contract, express or implied, and any provisions in this posting may be modified or revoked without notice. Continuation in the examination process and subsequent placement on the eligible list of a person convicted of a crime depends upon the nature of the conviction and the conduct of the applicant subsequent to the offense. Convictions will be evaluated on a job-related basis and will not automatically disqualify someone from further consideration.

Equal Opportunity Employer

- The City of Culver City is an equal opportunity employer and does not discriminate against employees or applicants on the basis of race, sex, age, disability, veteran status, national origin, religion, political affiliation, or sexual orientation/identification.

Conditions of Employment:

- Background/ Reference Check: Upon a conditional job offer, a live scan finger printing must be completed with acceptable results. Your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI). Having a conviction history does not automatically preclude you from a job with the City. If you are

ATTACHMENT 1

selected as a finalist, you will be contacted to schedule a fingerprinting appointment. Upon hire, employee is subject to further reporting from DOJ via subsequent arrest notification.

- Pre-placement medical evaluation including drug screen (select positions).
- E-Verify: Proof of U.S. citizenship, alien residency or authorization to work in the U.S. will be required at time of appointment.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.culvercity.org/jobs>

9770 Culver Blvd.
Culver City, CA 90232
Main Line 310-253-5640
