



## CITY RECORDER'S OFFICE

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PO Box 970 • 414 E. First Street • Newberg, Oregon 97132 • 503.537.1283 • Fax 503.537.5013

**ADVERTISEMENT  
POST UNTIL July 15, 2013**

**CITY RECORDER'S OFFICE  
INVITES APPLICATIONS FOR**



**DEPUTY CITY RECORDER**

(Part-time Position, 20 Hours a Week)

**Pay: \$17.66 per hour including pro-rated vacation, sick leave, and holiday accruals.  
The position does not include medical, dental, vision, or other benefits.**

### **THE POSITION**

Provides a variety of routine and complex governmental administrative responsibilities supporting the City Recorder, City Manager, and City Council; advanced technical support, records management and record compliance; and assistance to the City Recorder to fulfill Council support functions. Provides direct executive administrative support performing difficult, complex, technical, and/or specialized office support work, which requires the exercise of independent judgment and the application of technical skills to the City Recorder and City Manager and support to the Mayor and City Council as needed or directed.

Schedule is negotiable, but must work Friday, 9 am–3 pm.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

Any equivalent combination of education and experience, which provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

1. Associate's degree in business management, records management, public administration, or a closely related field.
2. Certified Municipal Clerk Certification highly desired. If not held, must be able to obtain certification and continue pursuit to obtain Master Municipal Clerk Certification.
3. Two (2) years of related experience.

#### **Knowledge, Skills and Abilities:**

1. Working knowledge of the principles and practices of modern public administration.
2. Proficient knowledge in public records and public meetings laws.
3. Thorough knowledge of modern records management systems, including legal requirements for recording, retention, disposition, and disclosure.

4. Ability to explain policies and processes to the public, research technical and general information, and communicate the findings in a clear and concise manner; ability to establish and maintain effective working relationships with employees, other departments, officials, and the public; ability to communicate effectively verbally and in writing.
5. Extensive knowledge of office practices and procedures; skill in operation of listed tools and equipment; substantial knowledge of business English, spelling, grammar, and punctuation rules.
6. Ability to analyze situations and make recommendations, interpret policies and procedures, and make independent decisions.
7. Ability to exercise discretion in confidential, political, and sensitive matters.
8. Ability to prioritize work and manage a varied workload.
9. Exercise constant follow-through and the highest level of accuracy.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

**Special Requirements:**

1. Valid State Driver's License or ability to obtain one.
2. Notary Public commission within six months of employment.

The job advertisement is designed to give general information and is not all encompassing.

**SELECTION PROCESS**

Formal application rating on education, training and experience; oral interview and employment reference check; and job related tests may be required. A successful criminal background check and a national fingerprint-based record check will be required as a condition of employment.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**Applications** are available from:

City of Newberg  
Human Resources Department  
Online Application at <http://newbergoregon.gov/>  
mail: P.O. Box 970  
location: 414 E. First Street  
Newberg, OR 97132  
503.537.1261

<p><b>Closing Date: July 15, 2013, by 4:00 pm</b> Applications are required and must be received in the Human Resources Department no later than this date and time.</p>
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*The City of Newberg is an Equal Opportunity/Affirmative Action Employer and a Drug & Violence Free Workplace*  
This employment opportunity is open to all persons without regard to race, color, religion, national origin, age, sex, marital status, political affiliation, veterans' status, physical or mental disability, sexual orientation, gender identity or any other status protected by federal, state or local laws.

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