

EXEMPT – X
OFFICE OF THE CITY CLERK (103)

CODE NO. M12930

DUTIES STATEMENT

EXEMPT CLASS

DEPUTY CITY CLERK

Duties Statement

This is a management class of positions.

Under the executive direction of the City Clerk, with wide latitude for the exercise of independent initiative and judgement, serves as advisor to the City Clerk; advises and assists the City Clerk; performs related work.