JOB OPENING
The City of Nome is accepting applications for:

Position: Deputy City Clerk
Range: 14A-C
Salary: $26.91 - $28.97
Hours: Full-Time 40 Hrs.

Qualifications: Working under the direction of the City Clerk, assists in the daily operations of the Clerk’s Office, performing a series of administrative and clerical duties and serves as Acting Clerk in City Clerk’s absence. Acts as primary clerical support to the Planning Commission and Public Safety Advisory Commission and manages permit review process. Attention to detail and ability to work under pressure and independently are desired. Dependable works habits, use modern office equipment and ability to communicate with citizens, officials and staff are required.

Closing Date: March 24, 2021

Applications may be obtained from www.nomealaska.org or City Hall and Nome Job Service. Please submit completed application to: manager@nomealaska.org to city manager’s office. For questions please call 443-6600

Date ad placed 2/17/21

Please run ad from 2/17/21 through 3/3/21

_____ All City Depts.
_____ Job Service
_____ Nome Nugget*
_____ GCI Cable
_____ KICY
_____ KNOM
_____ Other

*Newspaper ads must include a tear sheet with invoice.
CITY OF NOME, ALASKA
Job Description

Deputy City Clerk
City Clerk’s Department

| Range: | 14 |
| Department: | City Clerk’s Department |
| Reports to: | City Clerk |
| Supervises: | None |
| Approved by: |  |
| Date: | 01/25/2007 |
| Status: | Non-Exempt |

Summary:
Under the direction of the City Clerk, serves as an assistant, performing a series of administrative and clerical duties. Serves as Acting Clerk in City Clerk’s absence.

Essential Duties & Responsibilities:

Prepares and assembles Planning Commission meeting agendas and packets, takes notes at meetings and summarizes into minutes, and distributes according to procedure. Acts as primary clerical support for all functions of the Planning Commission.

Makes arrangements for various meetings and notifies conferees. Prepares meeting agendas and packets; attends meetings and acts as a recording secretary; prepares minutes from meetings and distributes according to procedure.

Reviews for compliance applications for various permits and licenses issued by the City, and following established procedures, follows up on delinquent or non-compliant applications.

Sets up and maintains spreadsheets, data bases and special files for correspondence and records for current projects; summarizes and interprets data and prepares reports. Answers correspondence from dictation, brief notes by supervisor or by preparing replies independently. Performs secretarial and related work in a confidential capacity.

Gathers materials from a variety of sources for use; assists in editing and writing copy; revises drafted correspondence and reports to improve clarity and quality. Composes routine correspondence in response to requests for information as follow-up to actions taken by the City Council.

May perform counter work; receive payment for taxes, licenses, permits, fees and bills; refers to fee schedules and computes monies due.
Receives and screens telephone calls and visitors; inquires about nature and urgency of inquiries; answers questions of status of projects; uses tact and discretion in the amount and type of information given; relays messages of a confidential nature.

Maintains courtesy and professional image of the agency through example and by informing the supervisor of areas in need of improvement. Remains cognizant of factors which influence public relations and exercises initiative in daily activities.

Provides secretarial support for the City Clerk, including preparing agendas, copying, receiving and screening calls and visitors; also composes, types, and files correspondence.

Assists with administration of municipal elections.

Attends municipal clerk training sessions while working for professional certification with International Institute of Municipal Clerks (IIMC). Once certification attained, participates in continuing education as appropriate.

Makes travel arrangements for the City Clerk, Mayor, and City Council.

Performs other specialized and complex duties as assigned.

**Supervision Exercised:**
Supervision of regular employees is not a normal responsibility of this position, but direction and guidance is provided to clerical staff and temporary employees in completing operational assignments. Supervision may be exercised over temporary election workers during elections.

**Qualification Requirements:**
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**
High School Diploma or Equivalent and at least four years of clerical/secretarial experience. College or business college training may be substituted for the experience on a year for year basis.

Excellent command of the English language, grammar, composition and punctuation.

Must be proficient with computer skills including a command of Microsoft applications including Word, Excel, Access and Publisher. Must be able to design spreadsheets and databases.

Experience with web site management desired.
Knowledge, Skills and Abilities:
Knowledge of: Modern office practices, procedures and machinery; business English and letter writing; punctuation; spelling.

Ability to: Provide direction and guidance to clerical staff and temporary employees in completing assignments; make briefs of reports and correspondence and compose letters or reports independently or from oral and written instruction, utilizing a wide knowledge of vocabulary, grammar and spelling; perform delegated administrative assignments independently; handle with courtesy and tact a wide variety of public contact both on the telephone and in person; understand and carry out oral and written directions; work cooperatively with others; proficiently use computer systems.

Must be able to work well under pressure; ability to complete projects independently with inflexible deadlines; have a high level of initiative and be able to work with minimal supervision; be able to learn, apply, and retain knowledge of federal, state and city laws, policies and procedures; be able to learn and apply knowledge of parliamentary procedure. Familiarity of municipal government desirable; must be willing to work extra hours as required. Ability to maintain confidentiality is mandatory.

Language Skills:
Ability to read and write English and to comprehend complex instructions, general correspondence and memoranda. Ability to compose general correspondence, take notes at meetings and prepare minutes based on the notes. Ability to effectively present information in one-on-one and small group situations to members of the public and other employees of the City.

Mathematical Skills:
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs. Ability to operate 10-key.

Reasoning Ability:
Ability to apply common sense understanding to carry out detailed and involved written or oral instructions. Ability to deal with problems involving a few concrete variable in standardized situations.

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee is occasionally required to stand, walk, use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; stoop, kneel, crouch or crawl; and travel up and down stairs,
The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision.

**Public Relations:**
Public relations shall be an integral part of the employee's job. Employees shall be courteous, helpful and conduct themselves in a manner which is appropriate for an employee in public service.

**Work Environment:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.
APPLICATION FOR EMPLOYMENT

The City of Nome is an equal opportunity employer and does not discriminate on the basis of age, race, color, national origin, religion, marital status, disability, veteran status, or any other classification protection by applicable state or federal law.

Personal

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing Address</td>
<td>City</td>
<td>State</td>
<td>Zip Code</td>
</tr>
<tr>
<td>Position Desired</td>
<td>Social Security #</td>
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<td></td>
</tr>
</tbody>
</table>

Were you previously employed by us? If yes, when? Will you work overtime if asked? Yes No

If hired, you must be able to prove within three (3) days of your date of hire that you are legally eligible to work in the U.S. This position may require occasional/frequent overtime work. Can you work overtime if required? Yes No When will you be able to begin work?

Applicable technical skills (machinery, computers, software, etc.)

No applicant will be rejected as a result of a condition or impairment which, with or without reasonable accommodation, does not prevent performance of the essential functions of the position for which the applicant has applied. Are you able to perform the essential functions of the position for which you have applied? Yes No

Typing speed (if applicable)

Education

Please list all education, training or experience you feel relates to the position applied for that would help you perform the work, such as schools, colleges, degrees, vocational or technical programs, military training, hobbies, etc.

<table>
<thead>
<tr>
<th>School</th>
<th>Name of School and Location</th>
<th>Dates Attended/ Course of Study</th>
<th># of Yrs Completed</th>
<th>Did You Graduate</th>
<th>Degree/Diploma</th>
</tr>
</thead>
<tbody>
<tr>
<td>High</td>
<td></td>
<td></td>
<td>1 ☐ 3 ☐</td>
<td>☐ Yes</td>
<td>☐ No</td>
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<tr>
<td>College</td>
<td></td>
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<td>2 ☐ 4 ☐</td>
<td>☐ Yes</td>
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<tr>
<td>Other</td>
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<td>1 ☐ 3 ☐</td>
<td>☐ Yes</td>
<td>☐ No</td>
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<td>2 ☐ 4 ☐</td>
<td>☐ Yes</td>
<td>☐ No</td>
</tr>
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</table>

Personal References (Not Former Employers or Relatives)

<table>
<thead>
<tr>
<th>Name and Occupation</th>
<th>Address</th>
<th>Phone Number</th>
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</table>

Who should we contact in case of emergency? Relationship to you Telephone

City of Nome
P.O. Box 281, Nome, AK 99762
(907) 443-6663 / (907) 443-5349 fax
# Employment

List below present and past employment, beginning with your most recent. Please give accurate, complete full time and part-time employment record. Start with present or most recent employer.

<table>
<thead>
<tr>
<th>Name and Address of Company and Type of Business</th>
<th>From Mo Yr</th>
<th>To Mo Yr</th>
<th>Starting Salary</th>
<th>Ending Salary</th>
<th>Reason For Leaving</th>
<th>Name of Supervisor</th>
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</thead>
<tbody>
<tr>
<td>Describe the work that you did:</td>
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Any applicant with a disability who needs reasonable accommodation in any step in the hiring process to assist the applicant in demonstrating his/her qualifications for or ability to perform the essential functions of the position applied for, should inform Dana Handeland, Payroll/Personnel Technician at (907)443-6663.

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**PLEASE READ AND SIGN BELOW**

The facts set forth in my application for employment are true and complete. I understand that if employed, any false statement on this application may result in my dismissal. I further understand that this application is not and is not intended to be a contract of employment, nor does this application obligate the employer in any way if the employer decides to employ me. I understand and agree that my employment is at-will and can be terminated by either party with or without notice, at any time, for any reason or no reason. No one other than an officer of the City of Nome has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing and then in only in a writing signed by an officer. You are hereby authorized to make any investigation of my personal history and financial and credit record through any investigative or credit agencies or bureaus of your choice.

In making this application for employment I authorize you to make and investigative consumer report whereby information is obtained through personal interviews with my neighbors, friends, or others with whom I am acquainted. This inquiry, if made, may include information as to my character, general reputation, personal characteristics and mode of living. I understand that I have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of any such investigative report that is made.

Signature of Applicant