Dear Applicant, 

May 22, 2015

Thank you for your interest in the position of Deputy City Clerk with the City of Black Diamond. This is a full time position with the City. Included with this letter you will find information of the hiring process, a position notice, position description, and an application form.

The City of Black Diamond is an Equal Employment Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, marital or veteran status, or any other legally protected status. Applicants requiring reasonable accommodation to the application and/or interview process should notify us immediately.

In an effort to obtain the best overall fit for the position of Deputy City Clerk the City will evaluate the information you submit along with the information gathered throughout the hiring process. It is our goal to have this position filled as soon as possible.

The following general information is designed to familiarize you with the hiring process for this position; however, this process may be adjusted without further notice.

- To be considered for the position the City must receive a completed original City of Black Diamond Application packet consisting of a completed City of Black Diamond application, letter of interest, current resume that demonstrates your ability to perform the functions of this position and displays the previous experience required and any supplemental education or training information that you wish us to consider that relates to this position. Application deadline is Friday, June 12, 2015 at 4:30 p.m.

- Application packets will be reviewed, those applicants chosen for an interview will be contacted by telephone, and those not selected will be notified by mail.

- The interview process may consist of, but not limited to any or all of the following: oral interview, written testing, situational exercise, and ability demonstration.

- All applicants interviewed will be notified by telephone of their status, a written notice will follow. The top applicant(s) will be notified prior to their references being contacted. A second interview may be held.

- If a suitable candidate is selected, a letter of offer for employment with the City of Black Diamond will be issued.

Should you have any questions, I encourage you to contact me at (360) 886-5700 or by email at bmartinez@ci.blackdiamond.wa.us.

Sincerely,

CITY OF BLACK DIAMOND

Brenda L. Martinez
City Clerk/HR Manager
City of Black Diamond
Job Announcement
Deputy City Clerk

The City of Black Diamond is seeking qualified applicants for the position of Deputy City Clerk to assist with the duties necessary to accomplish the required functions of the City Clerk’s Office. Assist in maintaining official public records and files; serve as City Notary; provide superior customer service to the public, staff and others as needed; attend meetings and take minutes.; provide back-up to the City Clerk, and perform the duties of the Administrative Assistant/Receptionist on a daily basis during absences. The City offers a monthly salary range of $4,499 - $5,757, with a comprehensive benefit package. This is a Teamsters represented position. Application packets and the full job description may be obtained at City Hall, 24301 Roberts Drive, Black Diamond, WA, at www.ci.blackdiamond.wa.us, or by calling 360-886-5700. Completed applications must be received by 4:30 p.m. on June 12, 2015.
CITY OF BLACK DIAMOND

JOB DESCRIPTION

Job Title: DEPUTY CITY CLERK
Department: Administration
Reports to: City Clerk
Compensation:$4,499 - $5,757 per month
Represented: Teamsters Local 117
FLSA Status: Non-exempt

SUMMARY:
Under the direction of the City Clerk, this position performs a variety of administrative and professional work in maintaining official records, providing administrative support to staff, utility billing, receiving the public, providing customer assistance, data processing, and assisting in the functions of the Office of the City Clerk.

SCOPE:

Reports to: City Clerk
Performs a variety of administrative and professional work in assisting in the maintenance of official public records, providing administrative support to technical and professional staff, receiving the public, providing customer assistance, data processing, provide back-up to the City Clerk; serves as City Notary, Passport Agent, and performs the duties of the Administrative Assistant/Receptionist on a daily basis during absences. Administers the Business Licenses function for the City. Responsible for utility billing.

WORK ENVIRONMENT:
Work is primarily performed in an indoor office setting with extended periods at a computer, sitting or standing. Physical effort is needed to move, lift and carry office equipment, supplies, and materials. Basic communication skills such as talking, seeing, hearing are needed for frequent person-to-person contacts, and telephone usage. The nature of the work has frequent interruptions and contact with the public and staff, and requires strong communication skills.

ESSENTIAL FUNCTIONS:
- Assist in maintaining official City records and documents including: Resolutions, Ordinances, meeting minutes, bid documents, contract, documents for City Council, Commission and Boards and other permanent records.
- Receive and respond to public inquires on the telephone, in writing or in person and refers, when necessary, to appropriate staff member.
- Composes, types, and edits correspondence, reports, memoranda, and other material requiring independent discretion and judgment as to content, accuracy, and completeness.
- Exercise sound judgment and thorough knowledge of city policies and procedures
• Proof read documents; sort and arrange files.
• Take and transcribe meeting minutes as needed in the absence of the City Clerk.
• Serve as the City Clerk in the absence of the City Clerk. Attend Council meetings as necessary.
• Provides professional advice to supervisor on departmental needs and operations.
• File all records in an accurate and timely manner. Assist staff and others with obtaining information.
• Responsible for Council packet assembly and meeting follow-up (i.e. updating indexes, routing action material for signature, making files, uploads to the website, mailing of contracts/agreements).
• Coordinate City Business Licenses; prepare renewal correspondence and annual report.
• Files ordinances, resolutions and other documents, and assists in the codification of ordinances into the municipal code book.
• Relieve and assist administrative assistant/receptionist when necessary assuming all responsibilities of the position.
• Prepare the City Newsletter and assists in the development of notices, flyers, brochures, media releases, newsletter articles, and other information materials about programs and services.
• Prepares drafts of speeches, presentations, resolutions, ordinances, contracts, administrative policies, etc. as assigned.
• Assist the City Clerk with public records requests including indexing, assembly and filing.
• Manages the City’s records management program.
• Serves as the City’s webmaster.
• Serves as back-up Passport Agent and all record maintenance associated with this function.
• Assists the City Clerk to assure that assigned areas of responsibility are performed within budget; assists in the preparation of the annual budget request.
• Performs the utility billing function for the city. Assists and resolves billing problems and works with utility customers to facilitate process.
• Perform other duties as assigned.

QUALIFICATIONS:

Education and Training:

Graduation from a high school or GED equivalent, and three years of office experience preferably in the public sector.

Or: In place of the above requirements, the incumbent may have any equivalent combination of relevant education and experience which would demonstrate the individual’s knowledge, skill and ability to perform the essential duties listed above.

Licenses and Certification:
Valid Washington State driver’s license
Certification as a Certified Municipal Clerk (CMC) is preferred. Must be willing to obtain certification as a municipal clerk.
Notary License; or obtain within two months of employment
Passport Acceptance Agent or obtain within two months of employment
Must be able to successfully complete and pass a background check

Knowledge, Skills and Abilities:
Knowledge of:
- Applicable federal, state and local laws, codes, ordinances, and regulations regarding public records, elections and public meetings.
- Understanding the functions, activities, and responsibilities of the City Clerk’s office.
- Modern research and analytical methods and practices.
- Modern office equipment and procedures including use of a personal computer and applicable software (Microsoft Office, Adobe Pro, Excel, Publisher).
- English usage, spelling, grammar and punctuation.
Skilled in:
- Modern office equipment and procedures including use of a personal computer and an expert in applicable software (i.e. Microsoft Office, Adobe Pro, Excel, Publisher).
- Performing mathematical calculations quickly and accurately.
- Effectively communicating orally and in writing.
Ability to:
- Ability to function as an independent self-starter with little supervision.
- Ability to work cooperatively with others as a member of the department team.
- Ability to prioritize work, mesh numerous assignments, cope with interruptions, last minutes changes and deadlines.
- Ability to work independently from general instructions and broad work expectations.
- Notary public designation
- Plan, organize, and perform City Clerk’s office operations.
- Assist in maintaining official City records.
- Maintain confidentiality of politically sensitive materials and information.
- Research, analyze, interpret, organize and report data as requested.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies, and procedures.
- Meet schedules and legal timelines.
- Maintenance of a variety of reports and files related to assigned activities.

The statements contained herein reflect general details as necessary to describe the principle functions of this classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

ORIGINATION DATE: October 1, 2013
The City of Black Diamond is an Equal Employment Opportunity Employer, we consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, material or veteran status, or any other legally protected status. Applicants requiring reasonable accommodation to the application and/or interview process should notify us immediately. Please understand that the City will only accept applications for currently advertised positions.

Position desired: ___________________________ Date of Application: ___________________________

How did you learn of this Vacancy?: ___________________________ Date available for employment: ___________________________

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<thead>
<tr>
<th>General Information</th>
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<tr>
<td>Last Name</td>
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<td>Street Address</td>
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<td>Home Phone</td>
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(Please Circle One)

If you are under 18 years of age, can you provide proof of your eligibility to work? Yes No

Have you previously applied for a position with the City of Black Diamond? Yes No

If yes, Position and Date: ___________________________

Have you previously been employed by the City of Black Diamond? Yes No

If yes, Position and Dates: ___________________________

Do you know anyone who is employed by the City of Black Diamond? Yes No

If yes, Name and Relationship: ___________________________

Are you legally authorized to become employed in the United States? Yes No

Are you currently employed? Yes No

If yes, may we contact your current employer? Yes No

If required for this position what is your Driver’s License # and State? ___________________________

Have you been convicted of a crime within the past 7 years? Yes No

If yes, please explain: ___________________________

The City, in making hiring decisions, will consider criminal convictions and how a conviction relates to the position you are applying for. A criminal conviction will not automatically bar you from employment.

Does the salary for this position meet your requirements? Yes No

Can you travel overnight if required? Yes No

Are you available to work occasional evenings and/or weekends if required? Yes No
### Education and Training

Did you graduate from high school or receive a GED certificate?  □ No  □ Yes

Name/Location of institution that issued you diploma or GED Certificate:

<table>
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<th>Name of college, university or vocational school</th>
<th>Major</th>
<th>Dates Attended From</th>
<th>To</th>
<th>Full Years Completed</th>
<th>Degrees Conferring Title</th>
<th>Date</th>
<th>Credit Hours</th>
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Indicate any professional certificates or licenses you possess that are related to this position:

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### Employment History

Start with present or last job and work back. Be sure to include the experience which you feel qualifies you for this position. Include military service, volunteer service or other unpaid experience. Failure to complete this section may affect your being considered for an interview or employment. A RESUME CAN SUPPLEMENT BUT NOT SUPPLANT COMPLETION OF THE FOLLOWING INFORMATION. Please use a separate sheet if needed.

Employed by:  
Address:  
Your Job Title:

Employed From (Mo. / Yr.)  To (Mo. / Yr.)
Supervisor’s Name  Phone No.
Supervisor’s Title
Starting Salary $  Final $
Number of Hours Worked Per Week
Number of Employees Supervised
Reason for Leaving
May We Contact This Employer?  □ No  □ Yes

Employed by:  
Address:  
Your Job Title:

City & State
Employed From (Mo. / Yr.)  To (Mo. / Yr.)
Supervisor’s Name  Phone No.
Supervisor’s Title
Starting Salary $  Final $
Number of Hours Worked Per Week
Number of Employees Supervised
Reason for Leaving
May We Contact This Employer?  □ No  □ Yes
### Employment History - Continued

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<tr>
<th>Employed by:</th>
<th>Your Job Title:</th>
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<td>Address</td>
<td>Your Duties:</td>
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<td>Employed From (Mo. / Yr.)</td>
<td>To (Mo. / Yr.)</td>
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<td>Supervisor's Name</td>
<td>Phone No.</td>
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<td>Supervisor's Title</td>
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<td>Reason for Leaving</td>
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<tr>
<td>May We Contact This Employer</td>
<td>□ No □ Yes</td>
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#### Additional Qualifications

Please summarize your additional skills or qualifications related to this position, including computer and equipment operation:

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<th>Additional Qualifications</th>
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#### Additional Information

Anything else you would like us to consider relating to your ability to perform the job for which you have applied?

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#### Professional References

Please list three professional references that are not past supervisors who can speak to your professional qualifications and character.

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<thead>
<tr>
<th>Name</th>
<th>Position and Employer</th>
<th>Phone Number</th>
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CITY OF BLACK DIAMOND – AFFIDAVIT/CERTIFICATION OF 
INFORMATION AND RELEASE

By my signature below:

I certify that to the best of my knowledge the information contained in this application and all supplemental 
information I have submitted is true and complete. I understand that my employment may be denied or terminated 
if I provide false, misleading, or incomplete information during the hiring process or during my employment, 
regardless of when or how discovered.

I certify that I have read the job description for the position for which I am applying and that I can perform the 
esential and auxiliary functions listed for this position with or without reasonable accommodation, and I 
understand that the job description is illustrative only and does not list all functions or responsibilities of the 
position.

I understand that this application is valid only for this position and I must re-apply for any future positions with 
the City of Black Diamond.

I understand that if I am hired I must produce applicable documents showing that I am lawfully authorized to 
work in the United States, in accordance with the Immigration Reform and Control Act of 1986, as amended.

I understand and agree that the City may contact my current and prior employers, educational institutions, and 
other references, whether listed or not listed in my application material. These references are authorized to give 
the City any and all pertinent information they may have related to my previous job performance and my ability to 
perform the job I am applying for, this includes information relating to my moral character. I release all persons or 
entities involved, including the City of Black Diamond, previous employers and their agents, and any other person 
or entity, from all liability arising from this contact and release of information. (You will be informed prior to the 
City contacting references and present or past employers.)

I agree to submit to any post-offer, pre-employment, medical or physical testing, as required by the City of Black 
Diamond.

I authorize the City to conduct a criminal history and credit check and understand that the City in making hiring 
decisions will consider criminal convictions and how a conviction relates to the position I am applying for. I 
understand that a criminal conviction does not automatically bar me from employment with the City. (You will be 
notified prior to the background check and if a credit check is required you will be notified of you rights under the 
Fair Credit Reporting Act.)

I understand and agree that nothing contained in this employment application packet creates a contract for 
employment between the City and me. If an employment relationship is established, I understand that unless 
specifically limited in an express, formal executed contract, I have the right to terminate my employment at any 
time and that the City has the same right.

________________________________________  __________________________
Applicant Signature                                      Date

________________________________________
Applicant Name - Printed