

3. ADOPTION OF RESOLUTION NO. R-24-24 AMENDING THE JOB CLASSIFICATION FOR THE POSITION OF CLERK TYPIST II

Recommendation: Staff recommends the City Council adopt Resolution No. R-24-24. If Council concurs, an appropriate motion would be:

"I move to adopt Resolution No. R-24-24, amending the job classification for the position of Police Clerk Typist II."

RESOLUTION NO. R-24-24

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
SAN MARINO, AMENDING THE JOB CLASSIFICATION FOR
THE POSITION OF CLERK TYPIST II**

WHEREAS, San Marino Municipal Code section 02.05.01 provides that the City Manager shall prepare position classifications for City employees, subject to City Council approval; and

WHEREAS, the City Manager has determined that the job description for the position of Clerk Typist II needs to be amended; and

WHEREAS, Resolution No. R-24-14 sets forth the salary for City employees, including the position of Clerk Typist II; and

WHEREAS, the Human Resources Director has met and conferred with the San Marino City Employees' Association concerning the job description for the position of Clerk Typist II; and

WHEREAS, per the San Marino Municipal Code section 02.05.01, it is necessary for the City Council to approve the amendment of description for the position of Clerk Typist II.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of San Marino, California, as follows:

SECTION 1. The City Council hereby declares that the recitals set forth above are true and correct, and incorporated into this resolution as findings of the City Council.

SECTION 2. The job description for the position of Clerk Typist II is hereby amended to read as set forth on the attached Exhibit A.

SECTION 3. Severability: If any section, subsection, subdivision, sentence, clause, phrase, or portion of this Resolution is, for any reason, held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Resolution. The City Council hereby declares that it would have adopted this Resolution and each and every section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, subdivisions, sentences, clauses, phrases, or portions thereof be declared unconstitutional.

SECTION 4. Effective Date: This Resolution shall become effective immediately upon adoption.

PASSED, APPROVED AND ADOPTED, at a meeting of the City Council of the City of San Marino, California, on this 26th day of July, 2024.

STEVEN HUANG, D.D.S., MAYOR

ATTEST:

ALISON WALKER, CITY CLERK

EXHIBIT A



**City of San Marino
Clerk Typist II**

Class Concept

GENERAL PURPOSE

Under direct supervision of the Community Services Director or Division Manager, the Clerk Typist II performs a wide variety of clerical duties including answering the telephone and routes telephone calls and takes messages; assists with inter-office mail; providing routine information to the public, typing correspondence and reports, data collection and input, processing program registrations or refunds; and related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the clerk classification series and is characterized by the performance of a variety of duties within a framework of established procedures and with occasional instruction and assistance. This class provides customer service for registration into programs and services, including refunds, transfers, and reservations.

ESSENTIAL FUNCTIONS

The duties, skills, and 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 a disability to perform the essential duties, skills, and demands.

Duties:

- Receives the public in-person and via main line phone calls and provides customer service transactions for registrations, reservations, refunds, and transfers; collects and inputs household contact information into registration software.
- Provides information on user fees; assists customers in completing forms; assists customers on coordination with other City departments as needed; creates digital customer service files; enters registration data into computer and manual filing systems; compiles and maintains accurate records.
- Performs basic arithmetic calculations, calculating totals and sub-totals; prepares invoices by transferring data, records receipt of payment; completes standard forms and maintains logs of processed material.
- Operates a variety of office equipment including a computer, typewriter, copier, calculator, and facsimile machine; utilizes various computer applications and specialized software packages.
- Orders office supplies and maintains supply levels adequate to support monthly operations.

- Compiles and posts various operational / internal announcements, including signage as needed.
- Performs data entry and queries for reports and department dashboard reports.
- Maintains department/division calendars; Inputs program information onto operational calendars.
- Maintains literatures racks and bulletin boards; prints flyers and handouts as needed.
- Serves as Human Resources Liaison for the Recreation Division and/or Department.
- Compiles CalCard statements; gathers and organizes receipts from Cardholders; transcribes information onto statement.
- Inputs Volunteer Application information into database.
- Assists with Advisory Body meeting preparation and transcription of minutes.
- Codes invoices and forwards to Management Analyst or appropriate staff; receive, code, scan, and file invoices.
- Reconciles change box daily and/or weekly as directed; ensures secondary verification of change box balance.
- Scan checks from previous daily deposit.
- Prepares daily and/or weekly deposits.
- Assists with management of TV monitor weekly display schedule.
- Prepares or assists in the preparation for meetings, training classes, and special events, including scheduling, making room arrangements, notifying participants and distributing materials.
- Enters program information into CivicRec registration software as developed by Program Staff.
- Prints and disseminates Advisory Body meeting packets.
- Monitors, tracks, and reports list of department/division media mentions, articles, and photos, in all local print media/newspapers.
- Assists with proofreading of department's quarterly publication and/or other public program information.
- Assists in maintaining department/division webpages for accurate and time sensitive content updates and revisions.
- Assists with monitoring the Recreation Division general email box and responds as directed.
- May need to work special events, to include nights and weekends.
- Performs related duties as assigned.

QUALIFICATIONS

Any combination of education and experience that provides the required knowledge, skills and abilities to perform the essential job duties of the position is qualifying.

Knowledge, Skills and Abilities:

Knowledge of

- General office methods and procedures; correct business English usage, spelling, grammar, and punctuation. Modern office practices, procedures and office

equipment operation.

- Basic arithmetic, numeric and alphabetical filing systems; data processing systems and applications

Skills/Abilities

- Communicate clearly, pleasantly, and concisely, both orally and in writing; understand and follow oral and written directions.
- Deal tactfully and courteously with internal and external customers; maintain confidentiality of sensitive information and data.
- Type accurately at a rate of 40 words per minute or at a speed necessary for successful job performance; maintain accurate records; operate a computer and utilize a variety of software programs.
- Use and edit correct English grammar, punctuation, and spelling.
- Establish and maintain effective working relationships with the public and those contacted in the course of the work.

Education and Experience:

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education

- Graduation from high school, or equivalent (G.E.D. or California Proficiency Certificate).

Experience

- One year of experience as a receptionist or clerk typist involving frequent contact with the public. Experience in a municipal government agency is preferred but not mandatory.

Licenses/Certificates

- Possession of a valid California Class C driver's license.

Physical Demands and Work Environment:

Physical demands

The physical demands described 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.

Employee is regularly required to sit at a desk long periods of time; stand at the front counter; talk or listen in person and by telephone; use hands and fingers to handle, feel or operate standard office equipment; and reach with hands and arms, Lift up to 15 pounds. Intermittently, twist to reach equipment surrounding desk; walk and climb stairs to other

departments; bend and squat to perform file searches; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; operate an automobile. While performing duties, the employee is regularly required to use written and oral communication skills; know and understand laws, regulations and procedures; remember personnel rules, and explain policies and procedures; interact with City management, other governmental officials, employees and the public.

Work environment

Characteristics described 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.

While performing the duties of this job indoors, the work environment is generally in a temperature-controlled office. Noise levels in the work environment is usually moderate but the employee may occasionally be exposed to high level noises including but not limited to emergency vehicle sirens and telephones and other office equipment.



This information is available in an alternative format by request to (626) 300-0780. The City of San Marino is an Equal Opportunity Employer. We value and seek diversity in our workforce. San Marino is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF SAN MARINO)

I, Alison Walker, City Clerk of the City of San Marino, California, hereby certify that Resolution No R-__ was adopted by the City Council of the City of San Marino at a regular meeting held on the ___^h day of _____, 202_, and that the same was adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ALISON WALKER, CITY CLERK
CITY OF SAN MARINO



City of San Marino Clerk Typist II

Class Concept

GENERAL PURPOSE

Under direct supervision of the ~~Finance Director~~Community Services Director or Division Manager, the Clerk Typist II performs a wide variety of ~~complex~~e-clerical duties including answering the telephone and routes telephone calls and takes messages; assists with inter-office mail; providing routine information to the public, typing correspondence and reports, data collection and input, processing ~~business licenses and permits~~program registrations or refunds; and related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the clerk classification series and is characterized by the performance of a variety of ~~more complex~~ duties within a framework of established procedures and with occasional instruction and assistance. This class provides customer services for ~~business license applicants and processes licenses and permit application~~registration into programs and services, including refunds, transfers, and reservations.

Essential Functions

The duties, skills, and 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 a disability to perform the essential duties, skills, and demands.

Duties:

- Receives the public in-person and via main line phone calls, and calls and answers questions~~provides customer service transactions for regarding business licenses and permit applications~~registrations, reservations, refunds, and transfers; ~~issues licenses, permits, and receipts; collects information and material required for the issuance of business licenses~~collects and inputs household contact information into registration software.
- ~~Receives and processes information pertaining to licensing, permits, or other City functions; receives and records fees for building permits and other City charges; reviews and checks records, forms and other documents for accuracy, completeness and conformance to rules and regulations.~~
- Provides information on user fees and regulations to applicants; assists applicants customers in completing forms; assists applicants customers to on coordination ~~e~~ with other City departments as needed; creates digital customer application service files; enters application registration data into computer and manual filing systems; compiles and maintains accurate records.
- Performs basic arithmetic calculations, calculating totals and sub-totals; prepares invoices by transferring data, records receipt of payment; ~~and pursues collection of outstanding invoices through legal means~~; completes standard forms, and forms and maintains logs of processed material.

- Operates a variety of office equipment including a computer, typewriter, copier, calculator, and facsimile machine; utilizes various computer applications and specialized software packages.
- Orders office supplies and maintains supply levels adequate to support monthly operations.
- Compiles and posts various operational / internal announcements, including signage as needed.
- Performs data entry and quarries for reports and department dashboard reports.
- Maintains department/division calendars; Inputs program information onto operational calendars.
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- Reconciles change box daily and/or weekly as directed; ensures secondary verification of change box balance.
- Scan checks from previous daily deposit.
- Prepares daily and/or weekly deposits.
- Assists with management of TV monitor weekly display schedule.
- Prepares or assists in the preparation for meetings, training classes, and special events, including scheduling, making room arrangements, notifying participants and distributing materials;
- Enters program information into CivicRec registration software as developed by Program Staff.
- Prints and disseminates Advisory Body meeting packets.
- Monitors, tracks, and reports list of department/division media mentions, articles, and photos, in all local print media/newspapers.
- Assists with proofreading of department's quarterly publication and/or other public program information.
- Assists in maintaining department/division webpages for accurate and time sensitive content updates and revisions.
- Assists with monitoring the Recreation Division general email box and responds as directed.
- May need to work special events, to include nights and weekends.
- Performs related duties as assigned.

Qualifications

Any combination of education and experience that provides the required knowledge, skills and abilities to perform the essential job duties of the position is qualifying.

Knowledge, Skills and Abilities:

Knowledge of

- General office methods and procedures; correct business English usage, spelling, grammar, and punctuation. Modern office practices, procedures and office equipment operation.
- Basic arithmetic, numeric and alphabetical filing systems; data processing systems and applications

Skills/Abilities

- Communicate clearly, pleasantly, and concisely, both orally and in writing; understand and follow oral and written directions.
- Deal tactfully and courteously with internal and external customers; maintain confidentiality of sensitive information and data.

- ♦ Type accurately at a rate of 40 words per minute or at a speed necessary for successful job performance; maintain accurate records; operate a computer and utilize a variety of software programs.
- ♦ Use and edit correct English grammar, punctuation, and spelling.
- ♦ Establish and maintain effective working relationships with the public and those contacted in the course of the work.

Education and Experience:

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Education

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