



**CITY OF SOLANA BEACH
DEPUTY CITY CLERK
SUPPLEMENTAL QUESTIONNAIRE**

Instructions: On one or more separate sheets of paper, answer all of the questions presented in this supplemental questionnaire and attach it to your application for the Deputy City Clerk position. Applications that do not include a response to each of the following questions will not be considered for the position. If you have no experience with the issue, knowledge, skill or ability for which a response is requested, indicate that in your response, but don't skip any questions. Number each of your answers to correspond to the questions below.

RECORDS PROCESSING / RESEARCH

- 1. The City Clerk department is responsible for the official records of the City. The department maintains the history of the City and extensive research is involved in providing information to public/staff. The department also creates, manages, and implements a records management program including large volumes of document processing (*indexing, filing, archiving, storing, destroying, etc*).**

Describe your filing experience with processing documents, expand to include, if applicable, what type of filing system was used, procedures and/or policies that may have been followed, archiving of documents (scanning, filing, etc). Also, include any experience you have with in-depth research to locate documents and information.

MEETINGS/MINUTES

- 2. The Deputy City Clerk assists the City Clerk in processing minutes from Council Meetings as well as filling in to facilitate meetings, in the Clerk's absence. Minutes are not verbatim, but summary in nature.**

Describe any experience you have facilitating/attending meetings, taking notes, transcribing notes, proofing, etc.

COMPLIANCE

- 3. The City Clerk's Department performs oversight of legislative obligations and proceedings to ensure the City's compliance of certain matters.**

Describe any experience you have had adhering to specific regulations and laws (*legal regulations, municipal code, government code, state and federal laws, professional codes, etc*). Provide details of some rules/regulations you have been responsible for adhering to, what the process entailed, and how you have managed a record of the compliance.

COUNTER DESK OPERATIONS

- 4. The City Clerk's department oversees City Hall's lobby and front desk operations for general calls and walk-in inquiries, as well as receipting of certain services. The administrative assistant of the department performs these duties as well as general City Clerk counter duties. The Deputy City Clerk provides back-up support and oversight of front desk operations.**

Describe your experience with any of the following tasks that are part of the front desk position: Processing general phone calls, walk-in inquiries, generating receipts, addressing requests for records, receiving formal bids, handling incoming paperwork, processing mail, managing multiple outlook calendars.

ADDITIONAL INFORMATION

- 5. List any additional information about yourself and your experience and qualifications that would assist in matching your background to the tasks of this position (as generally provided in the job description/announcement).**