

Deputy Clerk – Records Coordinator

Department: City Clerk / Administration

FLSA Status: Non-Exempt

Employment Type: Full-Time

Reports To: City Clerk-Treasurer

Supervises: None (may provide lead or functional guidance as assigned)

Salary: DOE \$37.30 - \$47.75 per hour

Benefits: Medical, dental, vision, EAP, life insurance, paid vacation, sick leave and holidays.

Job Summary

The Deputy Clerk – Records Coordinator performs complex, specialized, and highly responsible administrative and technical work in support of the City Clerk's Office, with primary responsibility for coordinating the City's records management and public records disclosure programs. This position requires independent judgment, a high degree of confidentiality, and detailed knowledge of Washington State public records, records retention, and open public meetings laws.

The position serves as a key resource to elected officials, executive leadership, department staff, and the public; assists the City Clerk in legislative processes; and acts in the capacity of the City Clerk when assigned.

Essential Duties and Responsibilities

Public Records & Disclosure Coordination

- Serve as primary coordinator for public records requests in accordance with the Washington Public Records Act (PRA).
- Receive, log, analyze, prioritize, and track public records requests, including those of a complex, confidential, or legally sensitive nature, including police records.
- Communicate directly with requesters to clarify scope, establish timelines, and provide written correspondence.
- Coordinate record searches with departments and legal counsel as necessary.
- Review responsive records for exemptions and redactions; prepare records for lawful release.
- Maintain the City's public records request tracking system and documentation to ensure compliance and audit readiness.
- Assist the City Clerk/Public Records Officer in preparing required reports and responding to appeals or litigation holds.

Records Management & Retention

- Administer and enforce approved Washington State records retention schedules for all City departments.
- Help develop office procedures, routines and filing systems as necessary.
- Provide guidance, training, and technical support to staff regarding proper record creation, retention, preservation, and destruction.
- Coordinate citywide records destruction activities, including preparation of required destruction logs.
- Act as liaison with the Washington State Archives for retention interpretation and compliance guidance.
- Support records disaster preparedness and recovery planning.
- Coordinate with Information Technology staff on electronic records organization, cloud-based storage, and lifecycle management.

Legislative & Clerk Services

- Assist with preparation, review, publication, and distribution of City Council agendas, packets, ordinances, resolutions, proclamations, and minutes.
- Attend regular and special City Council, board, commission, or committee meetings as assigned, including evening meetings.
- Transcribe minutes, type minutes in final form, file in minute book, reproduce and distribute copies to concerned parties.
- Prepare Council chambers for meetings.
- Provide post-meeting follow-up including document finalization, indexing, attestation, and archival.
- Prepare and publish legal notices as directed and in accordance with established procedures and legal requirements.
- Ensure compliance with the Open Public Meetings Act and applicable municipal code requirements.
- Serve as backup or acting City Clerk as assigned.

Administrative & Public Service Support

- Provide accurate information and professional assistance to elected officials, staff, and the public via in-person, phone, and electronic communication.
- Draft, edit, and proofread correspondence, reports, legal notices, and administrative documents.
- Perform Notary Public services for City business and records.
- Assist with training staff and elected officials on public records, records retention, and legislative procedures.

- Participate in professional development, meetings, and training related to records management and municipal governance.
 - Assists in the maintenance and operation of the City's administrative computer system and provides consultation and support in the operation and use of the computer system and software to clerical staff.
 - Help maintain the city's website.
 - Back-up for the deputy clerk-Treasurer, administrative assistant and utility billing clerk. Maybe responsible for collecting various fees, issuing appropriate permits and licenses.
 - Perform related duties as assigned.
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Knowledge, Skills, and Abilities

Knowledge of:

- Washington State Public Records Act, Open Public Meetings Act, and applicable records retention laws.
- Municipal legislative processes and parliamentary procedures.
- Principles and best practices of records and information management.
- Confidentiality requirements and legal standards for redaction and disclosure.
- Modern office systems, document management platforms, and Microsoft 365 tools.

Ability to:

- Work independently with minimal supervision and exercise sound judgment.
 - Analyze complex records requests and legal requirements under strict deadlines.
 - Communicate clearly, tactfully, and professionally with diverse stakeholders.
 - Maintain confidentiality and handle politically sensitive information.
 - Organize, prioritize, and manage multiple competing assignments.
 - Interpret and apply laws, codes, regulations, and policies accurately.
 - Establish and maintain effective working relationships with staff, officials, and the public.
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Minimum Qualifications

- Requires High School Diploma.
- Three (3) or more years of progressively responsible experience in municipal records management, public disclosure, city clerk functions, or related government administration.
- Prior experience processing public records requests in a public agency setting.

- Certification as a Municipal Clerk, Certified Public Records Officer **preferred** or ability to obtain within a specified timeframe.
 - Notary Public commission or ability to obtain within the first year of employment.
 - Ability to pass a criminal background check and meet applicable eligibility requirements.
 - Requires a valid Washington State Driver's License and a driving record free of significant moving violations.
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Physical Demands & Work Environment

- Primarily office-based work with extended periods of sitting, standing, and computer use.
 - Occasional lifting of materials up to 25–30 pounds.
 - Evening meetings and occasional travel may be required.
 - Work involves frequent interruptions and deadlines.
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Equal Employment Opportunity

The City is an equal opportunity employer committed to creating a diverse and inclusive workplace. All qualified applicants will receive consideration without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, age, disability, veteran status, or other protected characteristics.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered as an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

ACKNOWLEDGMENT_____

DATE_____