



Position Description

CITY CLERK

STATUTORY FUNCTIONS

1. Maintain a journal of Council proceedings (GC 36814, 40801) and comprehensive general index of such proceedings;
2. Maintain a book of ordinances and attest, publish (or post); index same (GC 39932, 36933, 40806);
3. Maintain custody of City seal (GC 40811):
4. Administer oaths; take and certify affidavits and depositions pertaining to City affairs (GC 40814, 36507):
5. Conduct elections (EC 22800 et seq.);
6. Receive petitions relating to initiatives, referendum and recall:
7. Process petition for annexation, if any (GC 35000 et seq.);
8. Countersign general obligation bonds (GC 43623);
9. Attest to subpoenas signed by the Mayor (GC 37105):
10. File affidavit of completion of incorporation, consolidation, change of name, disincorporation, annexation or change of City boundary (GC 34080):
11. File name or number changes of streets, houses, parks, etc. with County (GC 34092);
12. File bonds on City officials in City Clerk's office (GC 36520);
13. Receive and file annual disclosure statements of various City officials (Conflict of Interest Code):
14. Administer Political Reform Act requirements: and
15. Perform administrative duties in processing street vacations, claims against City, improvement district proceedings, etc.; relating to certifications, notices, filing, forwarding, etc.

Effective Date: March 25, 1985

Resolution Number: 1985-12

Revision History: