

# Deputy City Clerk

The Deputy City Clerk works with the City Council, City Manager, City Attorney, Department Heads, and the public. The Deputy City Clerk supports a broad range of responsibilities including the following:

- Preservation of official City records
- Maintains and retrieves all City documents and [Public Record Requests](#) needed by the general public as well as City Staff
- Preparation of [City Council Agenda and City Council Minutes](#)
- Processing of documents such as contracts/agreements, recorded documents, resolutions, ordinances, and other documents related to carrying out the legislative actions of the City Council
- Fair Political Practices Reporting of Economic Interest, oaths, filings, processing of petitions and referendums
- Maintenance of the [Mt. Shasta Municipal Code](#)
- Preparation and submission of Public Hearing Notices to the newspaper
- Assisting in the recruitment of residents who are interested in serving on various commissions and committees by accepting [Applications for Appointment to Committees and Commissions](#)
- Assists in the preparation and distribution of the Agendas for the various [City Council Advisory Committees](#)
- Receiving and opening bids for City projects
- Coordinating with the Siskiyou County Clerk during all General Municipal [Elections](#) for the City, which involves candidate filing papers

## Related Links

- [Elected Officials](#)
- [Voter Registration](#)
- [Commissions & Committees](#)
- [Agendas & Minutes](#)
- [California Government Codes](#)
- [Enterprise Systems Inventory](#)