

DEPUTY CITY CLERK HISTORY
INCLUDING
CITY CLERK ASSISTANTS
TEMPORARY/CASUAL, PART TIME AND FULL TIME

City Clerk Kathleen F Herrold, 1980-1984, first requested the position of General Clerk II be reclassified to Deputy City Clerk on January 16, 1982. The job description of Deputy City Clerk was approved by the City Manager Farnen in August, 1982.

Deputy City Clerk

09/1982 – 12/1983	Leah Rich
12/1983 – 10/1984	Beverly Young
10/1984 – 06/1985	Narda Koby
09/1987 – 09/1990	Mary L Shannon-Calhoun

Part Time Clerk

1984-1987	Kathleen Owen
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Parity Study completed by Peat Marwick July 1990 recommended deletion of Deputy City Clerk position and recommended expanding the duties of the Secretary to the City Manager to include secretarial support to the Mayor and Council. Duties of the Secretary to the City Manager increases as well as conflicts with the position having two supervisors. Deputy City Clerk duties were eliminated from the Secretary to the City Manager position in 1992. From 1992 to 1995 various employees, temporaries and flex students provided support to the City Clerk.

08/1992 – 09/1992	Heidi Stolen, temporary Assistant to the City Clerk
09/1993 – 09/1994	Valerie Mulford, Clerical Assistant to the City Clerk
10/1994 – 12/1994	Amber Jonker, City Clerk Assistant

The workload of the City Clerk increased and without continuous dependable support the Clerk was unable to perform all the duties required of the position in a timely manner, even working 60+ hour weeks. A request was made in 1995 for the Deputy City Clerk position to be reinstated.

02/27/1995 – 05/19/1999	Julia Raymond-Martin, Deputy City Clerk
07/06/1999 – 01/03/2000	Don Cluka, Deputy City Clerk
02/01/2001 – 12/31/2001	Charlene Flyum (Chuck), Temporary Clerk Assistant
01/01/2002 – 07/19/2002	Charlene Flyum (Chuck), Regular Part Time Clerk Assistant
07/03/2002 – 12/31/2002	Debra Rogers, Regular Part Time Clerk Assistant
03/14/2003 – 12/31/2003	Betty J Johnson (Jo), regular Part Time Clerk Assistant

02/2008 – 09/2009

Rachel Tussey, Regular Part Time Clerk Assistant

06/11/2018- 07/31/2018

Rachel Tussey, Temporary Seasonal Clerical Assistant

The duties of the City Clerk's Office increased necessitating the requirement of additional staffing to include a Deputy City Clerk II, Deputy City Clerk I and a Part Time Clerical Assistant, however in 2009 due to increasing budget restrictions the Part Time Clerical Assistant position was not budgeted for prior to that temporary/Casual and Flex Students provided the Clerk's Office with assistance. Throughout the 1990's and 2000's the following worked in the Clerk's Office Vicki Farrell, Marlene Grunert, Shelly Rosencrans, Lydia Lockhard, Mary Huffnagle and Katie Bauer

01/31/2000 – 12/31/2003

Deena Benson, Deputy City Clerk

01/01/2004 – 05/12/2004

Deena Benson, Deputy City Clerk II

01/01/2004 – 05/09/2004

Betty J Johnson (Jo), Deputy City Clerk I

05/10/2004 – 02/07/2007

Betty J Johnson (Jo), Deputy City Clerk II

06/24/2004 – 02/07/2007

Melissa L Jacobsen, Deputy City Clerk I

02/07/2007 – 05/31/2017

Melissa L. Jacobsen, Deputy City Clerk II

03/13/2007 - current

Bobbie R Krause (Renee), Deputy City Clerk I

06/05/2017 – 05/01/2018

Hayley R Smith, Deputy City Clerk I

08/01/2018 - Current

Rachel Tussey, Deputy City Clerk I