

DEPUTY CITY CLERK

DISTINGUISHING FEATURES OF THE CLASS:

This position assists the City Clerk by assuming responsibility for those clerical duties while functioning as the Deputy Registrar of Vital Statistics. Duties are carried out in accordance with established procedures with detailed procedures given for new or difficult procedures. Duties are performed under the general supervision of the City Clerk and is reviewed by checks of completed work or spot checks of work in progress. The position requires the ability to maintain confidentiality and handle sensitive information.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by positions in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

- Answers phones and assists the public with general information
- File and issue certified copied of birth, marriage and death records
- Assist with Records Access projects; scanning, maintaining documents in Laserfiche
- Assist with FOIL Requests; making sure we are in compliance with NYS regulations
- Dogs; monthly reporting to NYS of licenses, working with residents/dog wardens/shelters to foster unification in a timely manner
- Charitable Gaming; quarterly licensing and reporting in accordance with NYS guidelines

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of office terminology, procedures and equipment;
- Knowledge of business English and arithmetic;
- Ability to compose routine correspondence;
- Ability to operate a keyboard at not less than 35 words per minute;
- Ability to understand, remember or interpret laws, rules and regulations pertinent to the activities of the department;
- Ability to maintain confidentiality and exercise discretion in regard to the activities of the office;
- Ability to maintain neat and legible records;
- Ability to carry out complex oral and written directions;
- Ability to prepare reports;
- Proficiency in Microsoft Word and familiarity with Microsoft Excel preferred;

DEPUTY CITY CLERK (Cont'd)

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma **AND:**

- EITHER:** (A) Completion of two (2) years of college or business school or secretarial school and one (1) year of full-time clerical work experience which included the performance of skilled keyboarding duties;
- OR:** (B) Three (3) years of the work experience described in (A) above;
- OR:** (C) An equivalent combination of training and experience as indicated in (A) and (B) above.