

DEPUTY CITY CLERK

DISTINGUISHING FEATURES OF THE CLASS: The incumbent serves as confidential assistant to the City Clerk. The work involves technical and administrative support responsibilities in the operation of preparing and organizing highly confidential materials for the City Clerk and the Board of Contract and Supply. The incumbent is privy to early discussions and decisions with Department Heads relating to bid openings, awards and sale of City-owned property. The incumbent is responsible for compiling records requested under the Freedom of Information Law that may be highly sensitive and confidential. The records viewed by this employee often are not disclosed to the public. The incumbent reports directly to and acts on behalf of the City Clerk when the Clerk is absent. Confidentiality is essential. Supervision will be exercised over the activities of clerical staff.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Issues and records various types of licenses;
- Prepares ordinances, resolutions, local laws and committee reports of the Common Council;
- Assists the City Clerk in preparing material for Common Council meetings;
- Prepared the agenda for Board of Contract & Supply
- Prepares department payroll, and handles tracking of department time records;
- Assist in preparing budget estimates;
- Composes and types routine correspondence for City Clerk's signature;
- Files public documents; publishes legal notices
- Performs a variety of clerical and routine administrative duties;
- Gives information to the public regarding the functions of the City Clerk and general activities of the city government;
- Acts for City Clerk and for Clerk of the Common Council when necessary.
- Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of office terminology, procedures and equipment;
- Good knowledge of business arithmetic and English;
- Good knowledge of the organization and general functions of the city government;
- Working knowledge of modern methods of maintaining and checking financial accounts and records;
- Ability to properly interpret and make decisions in conformance with relevant laws, regulations and policies pertaining to an agency;
- Ability to plan, organize and coordinate the work of subordinate employees performing varied clerical operations and develop and refine office procedures;

- Ability to relate to and communicate with the public, members of the department and representatives of other agencies in a professional manner;
- Ability to keep records and prepare reports;
- Courtesy and tact;
- Good judgment;
- Dependability;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree (or higher) **AND** three (3) years fulltime paid experience in a government office; **OR**
- (b) Graduation from a regionally accredited or New York State registered college or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree **AND** five (5) years fulltime paid experience in a government office; **OR**
- (c) Graduation from high school or possession of an equivalency diploma **AND** seven (7) years fulltime paid experience in a government office; **OR**
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c).