HIRING OPPORTUNITY: CITY OF WATERTOWN

POSITION TITLE: City Clerk

Salary negotiable. Subject to City Council approval of an employment agreement.

DISTINGUISHING FEATURES OF THE CLASS: The City Clerk is a City officer appointed by the City Council and is responsible for supervising and participating in the daily operations of the City Clerk's Office. The incumbent serves as Clerk of the City Council, Local Registrar of Vital Statistics, custodian of official City records and the City Seal, and City Historian. The position involves responsibility for maintaining official records, recording Council proceedings, overseeing vital records and licensing services, accounting for monies received, and supervising office staff. Work is performed under the general direction of the City Council, with considerable latitude for independent judgment in planning and carrying out the work in accordance with applicable laws, the City Charter, and City policies. The incumbent performs related work as required.

MINIMUM QUALIFICATIONS:

(a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in business, public administration, public relations, or a related field, and four (4) years of administrative or program management experience, including two (2) years in a supervisory capacity; or

(b) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in business, public administration, public relations, or a related field, and six (6) years of administrative or program management experience, including two (2) years in a supervisory capacity; or

(c) An equivalent combination of education, training, and experience as defined by the limits of (a) and (b) above.

Licensing Requirements: Valid NYS driver's license.

SPECIAL NECESSARY REQUIREMENT:

Candidate must be a resident of the City of Watertown at time of appointment.

Must possess a valid New York State Notary Public commission or obtain such commission within one year of appointment and maintain it throughout employment.

HOW TO APPLY: Apply through the online portal: https://watertown-portal.mycivilservice.com/jobopps

APPLICATION DEADLINE: 11/30/2026

A complete job specification follows.

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EXAMPLES OF WORK ACTIVITIES: (Illustrative only)

- Supervises and participates in the daily operations of the City Clerk's Office, including establishing office procedures, prioritizing and assigning work, training staff, and reviewing work for accuracy, completeness, and timeliness.
- Appoints Deputy City Clerks as authorized by the City Charter and City Council and directs and supervises their work.
- Serves as Clerk of the City Council; attends Council meetings and work sessions, records official proceedings, and prepares, maintains, and distributes meeting minutes.
- Provides administrative support to City Council, including researching official records, gathering supporting documentation, and preparing and distributing correspondence and other materials.
- Acts as custodian of the City Seal and official City documents and records, including resolutions, ordinances, local laws, contracts, agreements, official communications, adopted budgets, and oaths of office; certifies copies and affixes the City Seal as authorized.
- Establishes and maintains procedures for organizing, indexing, preserving, and retrieving paper and electronic records maintained by the City Clerk's Office in accordance with applicable requirements.
- Serves as Local Registrar of Vital Statistics and supervises and participates in the registration and maintenance of birth and death records, issuance of certified copies, and processing of burial permits.
- Supervises and participates in the issuance of marriage licenses, maintenance of marriage records, and issuance of certified copies.
- Processes and issues licenses, permits, and applications assigned to the City Clerk's Office, including dog licenses, bingo and games of chance licenses, business permits, and Commissioner of Deeds applications.
- Administers oaths of office to elected and appointed officials and provides notary services when duly commissioned.
- Performs marriage ceremonies when authorized.
- Receives, records, files, and routes claims against the City and serves as a member of the Board of Audit.
- Maintains accurate records of fees and other monies received, remits funds to the City Comptroller and other appropriate agencies, and prepares departmental financial reports and summaries.

- Prepares and submits required reports to state and local governmental agencies.
- Coordinates required filings and publication of legal notices assigned to the office and maintains revisions to the City Code following Council action.
- Maintains records of appointments and terms of office and advises City Council of approaching vacancies and expiring terms on City boards and committees.
- Serves as City Historian and maintains custody of the City's historical records and artifacts.
- Responds to inquiries from the public, City departments, and other governmental agencies; explains office services and requirements and assists with records searches and genealogy requests.
- Assists the City's Records Access Officer in locating and providing records maintained by the City Clerk's Office.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Laws, rules, and regulations governing the recording, filing, preservation, and issuance of municipal records, vital records, licenses, and permits;
- The City Charter, City Council procedures, and the responsibilities of the City Clerk's Office;
- Requirements governing meeting minutes, official proceedings, and public notices;
- Records retention, public access, and confidentiality requirements applicable to records maintained by the office;
- Principles and practices of staff supervision, training, and office administration;
- Procedures for collecting, recording, reconciling, and remitting fees and other monies;
- Customer service principles and practices;
- Computer operations, office software, and electronic records systems;
- Business English, grammar, spelling, and punctuation.

Ability to:

- Apply and explain applicable laws, regulations, policies, and procedures;
- Exercise independent judgment and discretion in carrying out the responsibilities of the office;
- Plan, organize, assign, and review the work of staff;
- Establish and maintain effective office procedures;
- Accurately record Council proceedings and prepare clear and complete meeting minutes;
- Prepare and proofread correspondence, reports, notices, records, and other documents;
- Organize, maintain, preserve, and retrieve paper and electronic records;
- Safeguard confidential information and distinguish between records available for public access and records subject to restrictions;
- Maintain accurate financial records and prepare reports of fees and other monies received;
- Manage competing priorities and meet deadlines;
- Use computers and applicable software programs;
- Communicate clearly and effectively, both orally and in writing;
- Establish and maintain effective working relationships with elected officials, City employees, other governmental agencies, and the public;
- Provide courteous, accurate, and responsive customer service;
- Perform detailed work with accuracy and attention to completeness.

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

(a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in business, public administration, public relations, or a related field, and four (4) years of administrative or program management experience, including two (2) years in a supervisory capacity; or

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Revised by Council 11/2/2026