



# City Clerk

**DISTINGUISHING FEATURES OF THE CLASS:** This is the senior level of the City Clerk series and is responsible for supervising and overseeing the daily operations of the City Clerk's office. Responsibilities include performing all the responsibilities of the Deputy City Clerk as well as assigning and scheduling projects; and preparing summaries of monies collected. The incumbent does related work as required.

**EXAMPLES OF WORK ACTIVITIES:** (Illustrative only)

- Supervises staff to include: prioritizing and assigning work, ensuring staff is trained, ensuring that employees follow policies and procedures, maintaining a healthy and safe working environment, and making hiring, termination, and disciplinary recommendations.
- Processes and issues certificates of death, birth, and marriage, burial permits, games of chance applications, and dog licenses as requested according to state laws and regulations.
- Performs administrative support for the City Council, which includes: researching agenda issues and materials; gathering documentation for agendas, disseminating information to staff; attending City Council meetings and work sessions; recording official proceedings; and preparing minutes and other documents.
- Performs notary services and marriage ceremonies according to prescribed guidelines.
- Conducts research for City departments, the general public, and other government agencies to answer general inquiries, develop programs, or address specific complaints or concerns.
- Records, types, and/or indexes a variety of licenses, forms, and applications; checks forms for accuracy and completeness.
- Accepts passport applications and forwards to appropriate personnel or agency for further processing.
- Prepares departmental financial statements and summaries and submits to Comptroller's office along with any monies collected.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Supervisory principles;
- Clerical and office support practices;
- Customer service principles;
- General mathematical concepts for verifying and checking forms;
- English language, grammar, and punctuation;
- Computer operation and applicable software programs;
- Records and information management principles and practices.

Ability to:

- Prioritize work and assign tasks;
- Maintain various confidential records;
- Apply and explain applicable laws, codes, regulations, policies, and/or procedures;
- Prepare and proofread a variety of reports and/or documentation;

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:** (continued)

Ability to: (continued)

- Use proper English, grammar, punctuation, and spelling;
- Compile data and information;
- Prepare meeting agendas and minutes;
- Provide customer service;
- Prepare a variety of business correspondence, records, reports, documents and forms;
- Use a computer and applicable software programs;
- Follow oral and written instructions, policies, and procedures;
- Communicate using interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** 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 related field preferred and administrative or legal experience, with demonstrated customer service ability. Experience must include 2 years in a supervisory capacity.

Licensing Requirements: Valid NYS driver's license.

**SPECIAL NECESSARY REQUIREMENT:** Candidate must be a resident of the City of Watertown at time of appointment.