



Deputy City Clerk

Job Specification
Classification: Unclassified
Series: City Clerk
Level: 1 of 2

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the City Clerk's Office and involves being responsible for recording, filing and issuing legal records and a variety of licenses and permits. The incumbent is responsible for taking and transcribing meeting minutes for City Council meetings and for various other meetings as determined by the City Clerk. The incumbent is responsible for preparing the monthly reports for New York State as well as the daily cash reports for the Comptroller's Office. In addition, the incumbent assists the City Clerk in the operation of the City Historian's Office to include conducting research and helping with historical presentations as determined by the City Clerk. The work is performed under the general supervision of the City Clerk with leeway allowed for the exercise of independent judgment in carrying out details of the work.

EXAMPLES OF WORK ACTIVITIES: (Illustrative only)

- Issues and files legal records including, but not limited to, birth and death certificates, marriage licenses and business licenses, NYS Racing & Wagering licenses, NYS Dog licenses;
- Attends City Council meetings, takes and transcribes meeting minutes and distributes them accordingly as needed;
- Records and files claims against the City;
- Maintains files on City documents, i.e. resolution, local laws, ordinances;
- Administers oaths of office as needed;
- Prepares required reports for NYS as well as financial reports for City Comptroller's Office;
- Assists in the operation of the City Historian's Office;
- Acts as a Marriage Officer performing wedding ceremonies;
- Acts for and in place of the City Clerk.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of the City of Watertown as it relates to locations, streets, services offered by various agencies;
- Thorough knowledge and proficiency in the use of computers;
- Good knowledge of laws, rules and regulations pertaining to the recording, filing and issuing of municipal legal documents, certificates, licenses and permits;
- Good knowledge of record retention schedules and requirements;
- Ability to record, issue and file documents, etc.;
- Ability to take and transcribe accurate meeting minutes;
- Ability to handle money and prepare cash reports;
- Ability to work with the public using tact and courtesy as well as following confidentiality rules and regulations in regard to the various legal documents on file;
- Ability to communicate effectively orally and in writing;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a New York State registered or regionally accredited college with an Associate's degree in business, public administration, public relations or related field.

Licensing Requirements: Valid NYS driver's license.

SPECIAL NECESSARY REQUIREMENT:

Candidate must:

- Must obtain New York State certification as a Notary Public within one (1) year of employment.
- Must be a resident of the City of Watertown as required by Section 11-c (1) of the New York State Domestic Relations Law to allow for appointment as a Marriage Officer in the City.

Classification history:

Approved: 6/13/2005

Revised: 1/24/2014

Revisions approved by City Council