

Jurisdictional Class: Competitive
Adopted: February 10, 2015
Revised:

DEPUTY CITY CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position responsible for assisting the City Clerk in planning, supervising and coordinating the work of the office. The position involves assisting the City Clerk in the preparation, management, custody, and retention of official City documents, papers, and records, as well as computerization of municipal documents and storage of records among all City departments. The accuracy of the work and attention to detail are of utmost importance. The work is performed under the general direction of the City Clerk, Mayor and Common Council with leeway allowed for the use of independent judgment in carrying out the details of the work. The Deputy City Clerk acts as the City's Freedom of Information Officer and Records Management Officer in the absence of the City Clerk. Supervision is exercised over all department staff. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists in planning and directing the maintenance, filing, safekeeping, and computerization of all municipal documents and acts as custodian of the official records of the City of Plattsburgh, supervises the storage and authenticates copies of such documents and records according to City and State laws, rules, and regulations;

Assists in supervising the processing of license applications, the issuance of various permits and licenses issued by the Clerk's Office, and the collection and receipt of appropriate fees;

Assists with financial records and accounts and fees received;

Serves as a notary of the public;

Insures compliance of legal requirements for advertising, notice of public meetings or official activities, and submission of bids;

Assists in maintaining and updating municipal codes and City charters resulting from changes to local laws, ordinances, or relevant Council resolutions;

Acts as the City's public information officer under the New York State Freedom of Information Law in the absence of the City Clerk;

Acts as the City's Records Management Officer for the control and disposition of records in accordance with legal requirements through the adoption and use of records retention and disposition schedules in the absence of the City Clerk;

Assists in coordinating and overseeing the preparation of ordinances, local laws, resolutions, or proclamations so that they can be executed, recorded, archived, or distributed;

Responds to requests for information from the public, other municipalities, state officials, or state and federal legislative offices relating to requests for information;

Researches information in the municipal archives upon request of public officials or private citizens;

Assists in budgeting preparation, expenditure review, claims reimbursement, or budget administration;

Performs contract administration duties, assisting with bid openings or the awarding of contracts;

Interprets and implements policies as directed by the City Clerk, Mayor and Common Council;

Assists in maintaining files and log of claims against the municipality and coordinates claim response and handling with municipal claims administrators;

Develops electronic record and report formats using the record and report formatting features of commercially available computer software programs;

Produces textual and statistical reports requested by the City Clerk, Mayor and Common Council;

Provides general supervision of staff, coordination of work assignments, equipment and supply acquisition, and is accountable for the successful implementation of programs in the absence of the City Clerk;

Collaborates with staff to assist in the development and implementation of goals, objectives, policies, procedures, flow of work, and priorities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of the policies, procedures, and terminology applicable to the efficient functioning of a City Clerk's Office;

Thorough knowledge of laws, rules, and regulations governing the preparation, filing, maintenance, and retention of official public records;

Thorough knowledge of federal, state, and local laws governing the issuance of applicable licenses and permits;

Thorough knowledge of the organization, structure, and functions of City government;

Thorough knowledge of federal and state record retention schedules;

Thorough knowledge of the New York State Freedom of Information Law;

Good knowledge of business arithmetic and English;

Good knowledge of computer operations with regard to input, storage, and retrieval of documents and records;

Skill in operating computers;

Ability to establish and maintain effective working relationships with city employees;

Ability to deal effectively with the public in a helpful manner;

Ability to understand and carry out complex oral and written instructions;

Ability to plan, assign, and supervise the work of others;

Ability to neatly and accurately perform close detail work;

Ability to prepare correspondence, reports, and other materials;

Ability to successfully work with and serve a diverse local community;

A high degree of accuracy;

Sound judgment.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher in Public Administration, Business Administration, or closely related field and two (2) years of administrative or program management experience which must have included one (1) year of supervisory responsibility; or
- (b) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Public Administration, Business Administration, or closely related field and four (4) years of administrative or program management experience which must have included one (1) year of supervisory responsibility; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

NOTE: The minimum training required is an Associate's Degree and experience cannot be substituted for this training.