

CITY CLERK

DISTINGUISHING FEATURES OF THE CLASS:

This position has responsibility for the official administration and keeping of City records. The incumbent receives and deposits all funds coming into the City, accounting for them to the Department of Finance. Responsibility is also present for the oversight of tax collections, payroll, billing, and risk management. General supervision is received from the City Administrator. Supervision is exercised over subordinate personnel.

TYPICAL WORK ACTIVITIES:

1. Assumes responsibility for the administration and custodianship of City records;
2. Receives moneys for licenses and other fees, accounting to the Department of Finance;
3. Serves as depositor and custodian of all performance bonds;
4. Oversees and participates in the preparation of weekly payrolls;
5. Maintains records of employment benefits including health and dental insurance, disability and retirement records; files Workers' Compensation claims and completes related reports;
6. Oversees and participates in tax collection, water billing, licenses, permits, and other fees; balances daily cash receipts; submits all monthly reports and receives related materials;
7. Gives notice of Council meetings to its members and the public;
8. Supervises clerical personnel involved in the preparation and collection of tax bills, water and septic bills, license fees, and payroll operations;
9. Maintains personnel records for all employees in the agency;
10. Prepares and mails all legal notices and local laws;
11. Oversees all City elections registrations, special elections, and primaries;
12. Inventories and orders all supplies for the Accounts Department;
13. Serves as Deputy Registrar of Vital Statistics; issues birth and death certificates, marriage licenses, search records, and related records;
14. Processes vouchers for utility bills, petty cash, postage, and supplies;
15. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, practices, and procedures of accountkeeping; good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; good knowledge of the operations and maintenance of a payroll system serving at least 100 employees; good knowledge of New York State Real Property Tax Law as it applies to the collection of City taxes and delinquent City taxes; good knowledge of the methods and procedures used in the maintenance of records; ability to plan and supervise the work of others; ability to prepare reports; ability to assume responsibility and work independently to meet deadlines; mathematical aptitude; tact; courtesy; integrity; physical condition commensurate with the demands of the position.

CITY CLERK (Cont'd)

MINIMUM QUALIFICATIONS: (Recommended Only)

- EITHER: (A) Graduation from high school or high school equivalency and four (4) years of experience in the performance of accountkeeping and/or bookkeeping; one (1) year of which must have been in a supervisory capacity, and one (1) year of which must have involved the preparation of payrolls for an organization of at least 100 employees;
- OR: (B) Completion of two (2) years of full-time college or business school which included four courses in accounting or bookkeeping and two (2) years of accounting and/or bookkeeping experience, one (1) year of which must have involved work in the preparation of payrolls for an organization of at least 100 employees;
- OR: (C) An equivalent combination of training and experience as indicated in (A) and (B) above.

NOTE: No training is substitutable for the work experience described in (B) above. Candidates must possess a minimum of two (2) years of work experience, one (1) of which must have been at the supervisory level.

AM2109

ADOPTED: 11/13/92

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