

DEPARTMENT: CITY OF NORTH TONAWANDA
CLASSIFICATION: COMPETITIVE
APPROVED: APRIL 25, 2022

ASSISTANT CITY CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the accurate performance of a number of tasks involved in the maintenance and safekeeping of records in the City Clerk-Treasurer's Office. The incumbent is responsible for performing moderately difficult clerical and typing tasks and for assisting the City Clerk-Treasurer in his/her duties. The incumbent is authorized by resolution of the City Common Council to act as City Clerk-Treasurer in his/her absence. General direction is received from the City Clerk-Treasurer and direct supervision may be exercised over seasonal employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Assists the City Clerk-Treasurer in preparing the Council agenda and for issuing required notices for meetings of the Common Council, City Planning Commission and Zoning Board of Appeals;
2. Prepares and distributes copies of the meeting minutes for the Common Council, City Planning Commission and Zoning Board of Appeals;
3. In the absence of the City Clerk-Treasurer, records all local laws, bylaws, rules, ordinances, resolutions and proceedings of the Common Council, City Planning Commission and Zoning Board of Appeals;
4. May act as City Clerk-Treasurer for various public boards within the city in the absence of the City Clerk-Treasurer;
5. Publishes notices of all meetings, public hearings, bid openings, elections, etc.;
6. Issues all licenses and inputs information into computer in order to maintain accurate records of licenses issued, to calculate fees and to compile reports;
7. Collects license and permit fees, issues receipts and prepares a bank deposit;
8. Prepares payroll for part-time employees and election inspectors;
9. Orders office supplies and types purchase orders;
10. Compiles and submits reports to proper authorities;
11. Operates personal computer, calculator, check writing machine and other related office equipment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of functions within a City Clerk-Treasurer's Office; thorough knowledge of office terminology, procedures and equipment; thorough knowledge of business arithmetic and English; thorough knowledge of the policies, laws and regulations relating to the program of the particular agency; working knowledge of modern office machines and the ability to apply it to recurring work problems; ability to operate modern computer equipment and software at an acceptable rate of speed and accuracy; ability to establish and maintain good relations with the general public and government agencies; ability to understand and follow verbal and written instructions; ability to maintain records and prepare correspondence and reports; initiative and resourcefulness; integrity; clerical aptitude; mental alertness; neat appearance; courtesy and tact; physical condition commensurate with the demands of the position.

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MINIMUM QUALIFICATIONS:

SUGGESTED PROMOTIONAL QUALIFICATIONS:

Three (3) years of permanent competitive status as a Senior Account Clerk in the City Clerk-Treasurer's Office immediately preceding date of exam.

OPEN COMPETITIVE: Candidates must meet one of the following:

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in a business related field **AND** one (1) year of progressively responsible full-time paid account clerical and/or office clerical experience involving the use of a personal computer and contact with the public; **OR**
2. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in business related field **AND** three (3) years of progressively responsible full-time paid account clerical and/or office clerical experience involving the use of a personal computer and contact with the public; **OR**
3. Graduation from high school or possession of an equivalency diploma and five (5) years full-time paid progressively responsible full-time paid account clerical and/or office clerical experience involving the use of a personal computer and contact with the public; **OR**
4. Any equivalent combination of training and experience as defined above.

SPECIAL REQUIREMENT: Candidates must pass a New York State notary public exam within one (1) year of permanent appointment. Employees must maintain active status as a notary as a condition of continued employment.