

Jurisdictional Class: Competitive
Adopted: January 31, 1991
Revised: May 3, 2010

CITY CLERK

DISTINGUISHING FEATURES OF THE CLASS: The City Clerk is a City Officer with the powers and duties set forth in the City Charter. The position involves responsibility for directing the delivery of services and proper processing of official documents and papers for the City of Plattsburgh. Additionally, an incumbent is responsible for implementing and coordinating the electronic data processing and storage of records among all City departments. Because of the type of documents and papers that must be recorded, the accuracy of the work and attention to detail are of major significance and utmost importance. The work is performed under the general direction of the Mayor and Common Council with wide leeway allowed for the use of independent judgment in carrying out the details of the work. Supervision is exercised over the work of all department staff. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Acts as custodian of the official records of the City of Plattsburgh, supervises the storage and authenticates copies of such records according to City and State laws, rules, and regulations;
Supervises the processing of license applications issued by the Clerk's Office and the receipt of fees;
Maintains financial records and fees received;
Acts as the City's public information officer under the New York State Freedom of Information Law;
Insures compliance with legal requirements for advertising, notice of public meetings, submission of bids, and conduct of public auctions;
Interprets and implements policies as directed by the Mayor and Common Council;
Implements and oversees a system for converting existing hard copy city documents and records into electronically stored data;
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 Mayor and Common Council, using the report production features of commercially available desktop publishing programs;
Supervises clerical personnel who input and retrieve electronic data, and create or file hard copy documents;
Develops and conducts training programs for City clerical personnel in subjects such as word processing, use of spread sheet programs and use of flat file programs.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of the policies, procedures and terminology applicable to the efficient functioning of the City Clerk's Office;
Thorough knowledge of laws, rules and regulations governing the filing and retention of public records;
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 implement a computer system and train employees in its proper use;
Ability to establish and maintain effective working relationships with city employees;
Ability to deal with the public in a helpful manner;
Ability to understand and carry out complex oral and written instructions;
Ability to plan and supervise the work of others;
Ability to neatly and accurately perform close detail work;
Sound judgment.

City Clerk

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Public Administration, Business Administration, or closely related field and three (3) years of administrative or program management experience which must have included two (2) years of supervisory responsibility; or
- (b) Graduation from a regionally accredited or New York State registered college or university with a Bachelor'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 two (2) years of supervisory responsibility; or
- (c) 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 six (6) years of administrative or program management experience which must have included two (2) years of supervisory responsibility; or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c) above.

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