

THE CITY OF UTICA
announces that a vacancy exists at the City Clerk's Office for
DEPUTY CITY CLERK

Salary: \$47,500

Classification: Exempt – Non Union
Membership in the NYS Retirement is Mandatory. Eligible for health, dental and vision benefits.

IMPORTANT: Residency Requirement

This position exists in the Office of the City Clerk and involves responsibility of attending all regular and special meetings of the Common Council and Board of Estimate and Apportionment. This position involves responsibility for assisting the City Clerk by coordinating day-to-day office management and administrative functions. An understanding of specific law; office rules, procedures and policies is required. Work is performed under general supervision with leeway allowed for the exercise of independent judgment in the application of prescribed procedures and methods to routine cases.

Typical Work Activities:

Uses judgement and experience in making decisions in accordance with established policies and procedures;

Responsible for preparing agenda, resolutions, minutes, vouchers, and a variety of other reports;

Prepare proposed legislation, i.e. Ordinances, Resolutions, and Local Laws for distribution to Common Council Members;

Responsible for dictation and typing for President and Members of Common Council;

Prepare, post and distribute all Legal Notices;

May certify any adopted legislation to City Departments as well as New York State;

May certify all adopted Board of Estimate and Apportionment legislation;

Prepare and supplement distribution of Municipal Codes for the Code of Ordinance;

May administer Oaths of Office;

May act as Secretary to the Board of Estimate and Apportionment;

Assume the responsibilities of City Clerk in his/her absence;

Assists in the formulation of policies and procedures;

Conduct public relations;

May supervise office staff;

Keeps abreast of city, state, and other rules, regulations, and policies regarding the City Clerk's Office;

Prepares the preliminary draft of budget request and monitors expenditures to maintain budgetary control;

Operates office equipment as required;

Performs a variety of related duties as necessary for the efficient execution of administrative functions of the department.

Required Knowledge Skills and Abilities: Good knowledge of office terminology, procedures and equipment; ability to plan, assign and supervise the work of office staff; ability to understand and carry out oral and written directions; ability to prepare correspondence and reports; ability to secure the cooperation of others; ability to deal effectively with the public; ability to readily acquire familiarity with departmental organization, functions, laws, policies and regulations; ability to maintain confidentiality of all aspects of the department; mental alertness; good judgment; neatness; accuracy; tact and courtesy.

Minimum Qualifications:

Graduation from High School or a High School Equivalency Diploma and three (3) years of clerical experience either as a receptionist or in providing information in person and on the telephone to the public and employees, which shall have involved typing.

Applications:

Resumes may be emailed to City Clerk Melissa Sciortino at mrsciortino@cityofutica.com or mailed to City Clerk's Office, 1 Kennedy Plaza, Utica, New York 13502. Resumes must be received by the City Clerk no later than: Thursday, February 13, 2020.

THE CITY OF UTICA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

It is the policy of the City of Utica to provide for and promote equal opportunity in employment, compensation and other terms and conditions of employment without discrimination because of age, race, creed, color, national origin, gender, sexual orientation, disability, military status, genetic predisposition, carrier status, political affiliation or belief.

(Issued: 01/29/20)

(Please remove posting after: 02/13/20)