

## CITY CLERK(RYE, PEEKSKILL)

GENERAL STATEMENT OF DUTIES: Has responsible charge of the activities of the City Clerk's office; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This class involves responsible clerical and supervisory work in the preparation and custody of efficient city records and in the performance of miscellaneous duties imposed by the city charter and other laws. General directions are received from the Mayor and the Council.

### EXAMPLES OF WORK: (Illustrative Only)

Prepares for duplication, agenda for meetings of the Common Council;

Attends all Council meetings, and supervises the preparation and publication of official minutes;

Installs such procedures as filing, report preparation and other related operations of a specialized nature;

Conducts correspondence on matters of a general nature where the policies and procedures involved are broadly outlined;

Supervises the holding of regular and special elections;

Supervises the keeping of vital statistics such as births, deaths, and marriages;

Issues licenses and permits and collects fees;

Maintains records of active volunteer firemen, city appointments, and other records as required;

Receives all telephone calls for the Mayor;

Answers inquiries of taxpayers concerning resolutions of the Common Council and other matters that are pending.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of the organization of the city government; thorough knowledge of office terminology, procedures, and equipment; ability to plan, layout and supervise the work of clerical assistants; ability to follow complex oral and written directions and to prepare correspondence, reports, and other materials from general indication as to content; ability to secure the cooperation of others; good address; good judgment in the solution of complex clerical problems; initiative; integrity; physical condition commensurate with the duties of the position.

ACCEPTABLE EXPERIENCE AND TRAINING: Extensive clerical experience some of which shall have been in a responsible capacity and completion of a standard high school course; or any equivalent combination of experience and training sufficient to indicate ability to do the work.