

## DEPUTY CITY CLERK

GENERAL STATEMENT OF DUTIES: Assists the City Clerk in performing specialized clerical work; acts for the City Clerk during any absence or inability to act; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is an important clerical position involving responsibilities for issuing all types of certificates and licenses connected with the work of the City Clerk's office and for recording and searching for vital statistics. There is considerable contact with the public in providing service and giving out information.

### EXAMPLES OF WORK: (Illustrative Only)

Attends Common Council meetings and handles duties connected with the Office of the City Clerk during absence of the City Clerk;

Acts as Deputy Registrar of Vital Statistics by handling all types of work connected with the office such as making out marriage licenses and recording them in marriage register, making out birth certificates and recording them in birth register, and recording death records in death registers;

Prepares all types of licenses such as dog licenses, conservation licenses, and licenses for electricians, plumbers, motion projectionists, junk dealers, vendors, etc.;

Furnishes information when requested concerning data on file in this office; makes searches of records as necessary;

Prepares correspondence relating to vital statistics;

Answers telephone calls;

Performs secretarial work and other clerical duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of modern office practices, including filing systems and the use of labor-saving devices in office work; good knowledge of the practices of the City Clerk's office; ability to understand and carry out complex oral and written directions; ability to plan and organize clerical work; skill in performing clerical operations; resourcefulness; initiative; accuracy; neat, personal appearance; ability to get along well with others; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE EXPERIENCE AND TRAINING: Two years of experience in a responsible clerical position and graduation from a standard high school course or a satisfactory equivalent combination of experience and training.