

DEPARTMENT: NORTH TONAWANDA
CLASSIFICATION: COMPETITIVE
APPROVED: FEBRUARY 15, 2001

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's Office. The incumbent is responsible for performing moderately difficult clerical and typing tasks and for assisting the City Clerk in his/her duties. The incumbent is authorized by resolution of the City Common Council to act as City Clerk in his/her absence. General direction is received from the City Clerk and direct supervision may be exercised over seasonal employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Assists the City Clerk 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, 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 for various public boards within the city in the absence of the City Clerk;
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 order;
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'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 type at the rate of thirty-five words per minute; 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 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.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma and three (3) years of full-time paid general clerical experience.