

CITY OF UTICA

NOTICE OF VACANCY

THE CITY OF UTICA

announces that a vacancy exists in the City of Utica for

SECRETARY TO THE CITY CLERK

Salary: \$30,219

Classification: Exempt (Appointed) Position
Membership in the NYS Retirement System is Mandatory
Eligible for Health and Dental Insurance

Distinguishing Features of the Class: This position exists in the City Clerk's Office and involves responsibility for issuing the appropriate licenses and permits. This position is also responsible for the maintenance and retrieval of city records. Work is performed under the supervision of the City Clerk and Deputy City Clerk with leeway allowed for the exercise of independent judgment in carrying out details of the work. Supervision over the work of others is not a responsibility of employees in this class. The incumbent does related work as required.

Examples of Work: (Illustrative only)

Answers all telephone calls, mail, e-mail or in-person requests from the public for information regarding licensing and records;
Assists public with genealogical search requests;
Creates and updates index for all records being retained, maintains database for same;
Disposes of records according to the retention schedule set by the State and creates storage space for placement of new records;
Issues and records marriage licenses and marriage certificates;
Issues dog licenses, maintains dog license index on computer and on index cards, tracks delinquent licenses and indexes spay or neuter certificates;
Issues miscellaneous permits and licenses and performs related tasks as required;
Maintains record keeping system and reviews records for completeness, accuracy and appropriate signatures.
Operates computer and other office related equipment;
May substitute for other clerical staff members during absences, lunch breaks, and in the event of illness;
Does related work as required.

Required Knowledge, Skills, and Abilities: Good working knowledge of office terminology, procedures, equipment. Ability to organize and maintain accurate records and files; ability to deal diplomatically with the public; ability to write legibly.

Applications:

Applications/resumes should be submitted to City of Utica, City Clerk Melissa Sciortino, 1 Kennedy Plaza, Utica, New York 13502.

Applications/Resumes must be received by: Friday, April 30, 2021.

For more information about this position, please call City Clerk Melissa Sciortino at (315) 792-0117.

Applicants must be residents of the City of Utica.

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.

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