

CITY OF UTICA

NOTICE OF VACANCY

THE CITY OF UTICA

announces that a vacancy exists in the City of Utica for

LICENSING AND RECORDS CLERK

Salary: \$37,601 - \$41,688

Classification: CSEA, Competitive Position
Membership in the NYS Retirement System is Mandatory
Eligible for Health Insurance and Dental Insurance

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the City Clerk's Office and involves responsibility for recording all births and deaths that occur in the City of Utica and issuing the appropriate certificates as well as all 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.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Answers all telephone calls, mail, e-mail or in-person requests from the public for information regarding licensing and records;
Assists funeral directors in filing death certificates;
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;
Files records of births and deaths with applicable State and County offices;
Indexes Common Council Meeting minutes;
Issues and records marriage licenses and marriage certificates;
Issues burial permits and disinterment permits;
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 for all birth and death. Issues certificates;
Maintains the Oath of Office books;
Makes corrections to birth and death records as necessary;
May act as Registrar for Vital Records;
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 knowledge of the laws governing the recording and issuing of birth and death records; working knowledge of office terminology, procedures, equipment and business English; ability to organize and maintain accurate records and files; ability to deal diplomatically with the public, ability to write legibly; ability to operate a personal computer and utilize common office software programs including word processing, spreadsheets and databases at acceptable rates of accuracy and speed; ability to understand and follow hand written instructions; good judgment; good knowledge of the methods used in keeping financial accounts and records; good knowledge of business arithmetic, tact and courtesy.

ACCEPTABLE EXPERIENCE AND TRAINING:

Graduation from High School or a High School Equivalency Diploma and one (1) year of experience in the registration of births and marriages; OR two (2) years of clerical experience.

Applications:

Applications should be submitted to Civil Service, Utica City Hall, 1 Kennedy Plaza, Utica, New York 13502.

For more information about this position, please call the City Clerk at (315) 790-0117.

This posting is for filling a position on a provisional basis, a Civil Service Exam will be scheduled in accordance with NYS Civil Service Law.

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.