

City Clerk

The Oneonta City Clerk must be a highly organized individual with strong administrative and customer service skills. The City Clerk's Office is the gateway to City government for many residents. The Clerk provides easy access for citizens whether it is for information on how to obtain a dog license, filing a FOIL request, or to find out what happened at the last Common Council meeting.

Among the critical duties of the City Clerk are:

- Act as the Clerk for the Common Council and for various other Boards and Commissions of the City. This includes keeping records of the minutes of all meetings of these groups as well as of all resolutions, ordinances, and local laws.
- Administrative Assistant for the Mayor, Common Council, and City Manager. Provide research and staff support as needed, including coordination of State required training.
- Issue various licenses and permits including plumbers, electricians, garbage haulers, taxicabs, handicap parking, etc.
- Serve as the Registrar of Vital Statistics maintaining records of births, deaths and marriages since 1882.
- Records Management Officer and Records Access Officer: Maintain and oversee records pursuant to State law as well as process all requests for public information sought under the Freedom of Information Law (FOIL).
- Maintain records of claims filed against the City and process according to City procedures.
- Website overseer: Act as vendor contact for the City's website. Update and maintain some site pages as appropriate and possess administrative rights over entire site.
- Coordinate use of Allison Building, Muller Plaza and City Hall meeting rooms and maintain listing of public events and street closure requests.
- Maintain a list of hazardous conditions/prior notices for insurance purposes.
- Supervise a small office staff.
- Notary Public (certification may be obtained after appointment)

The City Charter requires the City Clerk to live in the City of Oneonta.

MINIMUM QUALIFICATIONS: Either:

- a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree or higher and one (1) year of clerical experience; or
- b) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree or higher and three (3) years of clerical experience; or
- c) Graduation from high school or possession of an equivalency diploma and five years (5) of clerical experience; or
- d) An equivalent combination of education and experience as defined by the limits of (a), (b), and (c) above

Note: This position is UNCLASSIFIED for Civil Service jurisdictional classification purposes.