



CITY OF BEACON
One Municipal Plaza
Beacon, NY 12508
845.838.5000
www.BeaconNY.gov

*****JOB ANNOUNCEMENT*****

The City of Beacon is accepting applications for one (1) full-time **Deputy City Clerk** in the **City Clerk Department**.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma **AND:**

- EITHER:** (A) Completion of two (2) years of college or business school or secretarial school **and** one (1) year of full-time clerical work experience which included the performance of skilled keyboarding duties;
- OR:** (B) Three (3) years of the work experience described in (A) above;
- OR:** (C) An equivalent combination of training and experience as indicated in (A) and (B) above.

TYPICAL WORK ACTIVITIES:

- Answers telephone and assists the public with general information;
- Types, prepares and issues all permits and licenses, i.e. peddler, fishing, dog, and hunting;
- Issues and provides vital records as needed for the public, facilitating corrections as needed;
- Responds to FOIL requests;
- May attend Council Meetings and certify resolutions;
- Assists dog warden with incoming calls, vouchers and paperwork; prepares memos and tracks hours;
- Collects fees, runs monthly reports and distributes monies to proper agencies;
- Assists the City Clerk as the City's custodian of records, the Records Access Officer, and receives all the documents filed with the City as well as files, such as reports, records, oaths, documents and instruments as required to files by the law;
- Administers or obtains and upholds oaths of office for elected or appointed officials.
- Assists the City Clerk in giving notice of all City Council meetings to member and the public, and shall be the custodian of the journal of it's proceedings;
- Administers or obtains and upholds oaths of office for elected or appointed officials.

SALARY/HOURS: Pursuant to the CSEA collective bargaining agreement; Step 1 at **\$20.55/hour**; working forty (40) hours per week, inclusive of a 30 min paid lunch.

APPLY AT: The City of Beacon Human Resources Department, located at One Municipal Plaza, Beacon, NY 12508 or inquire by email at HR@BeaconNY.gov

NOTE: This title is in the competitive class. You will be required to take a Civil Service exam and be reachable on the list.

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the City of Beacon Human Resources Department. The City of Beacon does not discriminate in its employment or any other programs or activities on the basis, of sex, race, color, age, marital status, national origin, religion, disability, familial status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability, if requested.

The City of Beacon is an Equal Opportunity Employer M/F/V/H