Lakefront City in the heart of Upstate NY's beautiful Finger Lakes Region!

POSITION OPENING

DEPUTY CITY CLERK

Position(s): Deputy City Clerk- (1 vacancy) at City Clerk Dept.

Hours: 35 hours per week; 8:30 am- 4:30 pm Monday-Friday

Starting wage: $26.54/hour per MEU bargaining agreement (S-10; Step 1)

Civil Services Classification: Exempt

Job Description: Attached--- Qualifications AND

To Apply:
Submit Ontario County Application and Resume:
https://ontario-portal.mycivilservice.com/
Click "City of Geneva-Deputy City Clerk"

- Complete Ontario County Application AND attach
  - Cover Letter
  - Resume
  - References: At least two (2) of which former/current supervisor or direct reports – will not be contacted until permission provided to City during the interview process.

Opening posted from Wednesday, 10/21 to Wednesday, 11/11/2026—Online post closes at 11:59pm
First Review of approved applications: 10/30/2026

Deputy City Clerk

Position Summary—this position assists the City Clerk in planning, organizing and coordinating all aspects of the City Clerk's Office with accuracy, efficiency, confidentiality, and professionalism, as assigned. See attached job description

Highlight of Key Knowledge, Skills & Abilities

- Ability to provide assistance and technical support to general public
- Ability to exercise a high level of independent judgement in carrying out simple to complex tasks
- Ability to effectively prioritize and perform multiple work assignments in a timely manner while managing frequent interruptions
- Ability to communicate effectively, both orally and in writing
- Strong editing and proofreading skills for public-facing communications
- Ability to establish and maintain effective working relationships
- Knowledge of computer operations and various software applications; including, but not limited to, Microsoft Word, Excel and Outlook
- Knowledge of modern office procedures, records management systems and local/state laws, rules and regulations applicable to City government and clerks' duties
- Perform other duties as assigned

Preferred Experience:

- Notary Public-possession of the license or ability to obtain the license within 12 months for permanent appointment and maintenance of such license throughout tenure of employment in the position.

- Previous experience working in municipal government or public sector administration

- Bilingual (English/Spanish) highly desirable;

DEPUTY CITY CLERK—CITY OF GENEVA

MINIMUM QUALIFICATIONS:

A. Graduation from a New York State registered or regionally accredited two-year college or business school and two (2) years of experience in progressively responsible administrative position, including, but not limited to, maintaining records, reports and official minutes of meetings; or

B. Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience in progressively responsible administrative position, including, but not limited to, maintaining records, reports and official minutes of meetings; or

C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENT – FOR PERMANENT APPOINTMENT: Possession of Notary Public license or ability to obtain it within 12 months and maintenance of such certificate throughout the tenure of employment in the position.

DISTINGUISHING FEATURES OF THE CLASS:
The main duties of this position are filing and certifying confidential vital records. The work also involves providing customers with friendly, helpful service and the performance of miscellaneous duties imposed by the city charter and other laws. Supervises and prepares licenses and renewals for legalized gambling in the City plus various other licenses mandated by the City Code. Assists in supervision and maintenance of the City Archives and does research for the public. Supervises and overseas various files. Takes and edits the official minutes of the City Council in the absence of the City Clerk. Does related work as required. This position is appointed by, and reports to, the City Clerk.

TYPICAL WORK ACTIVITIES:

- Provide first rate customer service to internal and external customers at the counter as well as on the telephone;
- Responsible for processing and maintaining vital statistics such as birth, death, and marriage licenses while maintaining the documents' confidentiality;
- Assists in the issuance of licenses and the collection of fees therefore;
- Administrative duties: perform general office duties, such as responding to public inquiries; including, but not limited to, copying, faxing, scanning, sorting mail and website updates;
- Responsible for ordering forms and supplies on a monthly schedule;
- Attend City Council meetings and/or other committee meetings; prepare and edit official minutes and resolutions in absence of City Clerk or as directed for needs of the department, as required;
- Perform any duties as prescribed by the City Clerk;
- Perform basic financial transactions in support of the Comptroller's Office;

**job descriptions are intended to present a descriptive list of the range of duties performed by employees in this title and are not intended to reflect all duties performed within this position.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES and PERSONAL CHARACTERISTICS: Thorough knowledge of modern methods used in keeping and checking records, reports and official minutes of

meetings; thorough knowledge of business English, office terminology, procedures and equipment; good knowledge of business arithmetic; good judgment in the solution of complex clerical problems; ability to follow complex oral and written directions without question; ability to prepare correspondence, reports and other materials from general indication as to form and content; ability to deal effectively with the public and fellow office staff; ability to successfully work with and serve a diverse local community while maintaining the confidentiality of their records; a high degree of accuracy and organization; diligent and responsible; initiative and resourcefulness; patience, tact and courtesy; integrity.

Jurisdiction: City of Geneva
Jurisdictional Class: Exempt
Revised: 3/23/2026