

**ASSISTANT ADMINISTRATOR (OFFICE OF THE CITY CLERK)**

**Duties and Responsibilities**

Under the direct supervision of the Deputy City Clerk for marriage, assisting in the administration of various functions described herein; serves at the pleasure of the City Clerk, Clerk of the Council.

**Examples of Typical Tasks**

Serves as liaison between the marriage bureau and executive team in monitoring the operations of the Manhattan marriage bureau.

Communicates directly with executive staff about the flow of operations and customer wait time.

Liaises with Department of Citywide Administrative Services (DCAS) regarding the appropriate procedures and operations of security line and monitors condition of the facilities in the Manhattan office.

Conducts ceremonies as needed.

Checks and establishes the facts of any complaints received by the City Clerk.

Performs moderately difficult and responsible clerical work in maintaining and checking various kinds of records; and assists in preparing and arranging for service forms and activities in connection with managing information desk and other public services.

Performs additional duties as required by the City Clerk.

ASSISTANT ADMINISTRATOR (OFFICE OF THE CITY CLERK) (continued)

Qualification Requirements

1. A baccalaureate degree from an accredited college and two (2) years of satisfactory full-time paid experience in a governmental agency, business firm, civic organization or educational institution, conducting administrative or management studies, or assisting an executive in directing the administration of a large organizational segment, or directing or coordinating the administration of several small organizational segments, or performing any appropriate combination of these duties, or serving in a highly responsible secretarial capacity, or as a supervisor of a large stenographic pool; or
2. An associate degree from an accredited college or completion of two (2) years of study (60 credits) at an accredited college and four (4) years of satisfactory responsible full-time paid clerical or stenographic experience, at least two of which must have been in an administrative capacity as described in "1" above; or
3. High School graduation or evidence of having passed an examination for a high school equivalency diploma and six (6) years of satisfactory responsible full-time paid clerical or stenographic experience, at least two of which must have been in an administrative capacity as described in "1" above; or
4. Education and or experience equivalent to "1", "2", or "3" above. However, all candidates must possess the two years of administrative experience as described under "1" above.

Direct Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.