

Village of Herkimer: Clerk (appointed)

Salary: Negotiable / Commensurate with experience

Position Summary

The Clerk serves as the chief administrative officer of the Village and is responsible for maintaining official municipal records, ensuring compliance with New York State Village Law, General Municipal Law, Public Officers Law, Election Law, Records Management requirements, and applicable federal and state regulations. The Clerk performs highly responsible professional, administrative, financial, and statutory duties requiring sound judgment, confidentiality, accuracy, and exceptional organizational skills.

Duties and Responsibilities

- Maintains all official Village records, books, ordinances, resolutions, contracts, deeds, easements, and legal documents.
- Attends all meetings of the Board of Trustees.
- Records, prepares, and certifies official meeting minutes.
- Prepares Board agendas and meeting packets.
- Publishes legal notices in accordance with New York State law.
- Maintains the Village Code and updates local laws.
- Maintains all licenses and permits administered by the Village.
- Coordinates annual organizational meeting documentation.
- Maintains appointments, oaths of office, and official bonds.

Regulatory Compliance

- Ensures compliance with:
 - New York State Village Law
 - General Municipal Law
 - Public Officers Law
 - Freedom of Information Law (FOIL)
 - Open Meetings Law
 - State Archives records retention schedules
 - Office of the State Comptroller requirement
 - Election Law requirements applicable to Village elections
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Records Management

- Serves as Records Management Officer.
- Maintains records retention schedules.
- Coordinates archival and destruction of records.
- Protects confidential and sensitive information.
- Maintains electronic and paper filing systems.
- Oversees digital document management and backup procedures.

Public Service

- Serves as primary contact for residents, businesses, and governmental agencies.
- Responds to citizen inquiries.
- Processes FOIL requests.
- Issues certified copies of municipal records.
- Coordinates public notices and communications.
- Maintains excellent customer service standards.

Elections

- Coordinates Village elections in accordance with New York State Election Law.
- Maintains election records.
- Prepares notices and documentation.
- Coordinates with election inspectors and legal counsel.

Human Resources Support

- Maintains employee personnel records and coordinates onboarding documentation.
- Maintains payroll records.
- Assists with workers' compensation reporting.
- Maintains required employment records.

Technology

- Utilizes municipal management software and maintains electronic records.
 - Produces reports using Microsoft Office applications.
 - Coordinates software updates with vendors.
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Preferred Qualifications

- Experience as a Municipal Clerk or Deputy Clerk.
- Experience with municipal budgeting.
- Knowledge of New York State Village Law.
- Governmental accounting experience.
- Experience with NYSLRS reporting.
- Experience with grant administration.
- Knowledge of State Comptroller reporting.
- Experience with records management software.
- Experience using municipal accounting systems.
- Registered Municipal Clerk (RMC)
- Certified Municipal Clerk (CMC)
- New York State Records Management Training
- NYCOM Municipal Training Programs
- Office of the State Comptroller Financial Management Training
- NYS Notary Public

Required Knowledge, Skills, and Abilities

Knowledge of:

- Records management
- New York municipal law
- Payroll administration
- Public finance
- FOIL and Open Meetings Law
- Office procedures
- Microsoft Office Suite

Ability to:

- Interpret laws and regulations.
 - Prepare accurate reports.
 - Maintain confidentiality.
 - Communicate effectively with elected officials and the public.
 - Manage multiple priorities.
 - Exercise independent judgment.
 - Maintain detailed and accurate records.
 - Work under deadlines.
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Working Conditions

Work is primarily performed in an office environment with occasional attendance at meetings outside normal business hours. This position requires regular interaction with elected officials, employees, governmental agencies, and the public.

Performance Standards

Performance shall be evaluated based upon:

- Compliance with applicable laws
- Timeliness of required filings
- Customer service
- Records management
- Organizational effectiveness
- Professional conduct
- Attendance and dependability
- Initiative and continuous improvement

Please send cover letter and resume to Mayor Mike Jory, 120 Green St, Herkimer, NY 13350 or email to mayor@village.herkimer.ny.us by July 31, 2026