

Village of Ballston Spa

Saratoga County Seat
66 FRONT STREET

Ballston Spa, NY 12020

Phone: 518-885-5711

Fax: 518-885-0512

Date: 02/28/22
Year:2021
Department: Clerk's Office
Purpose: The Village Clerk's Office provides many services, including issuing birth and death certificates (if the event occurred in the Village), issuing handicapped tags for Village residents, issuing permits other than building permits, FOIL requests, creating the meeting minutes for the Board of Trustees meetings, handling personnel records, insurance claims, conducting certain training programs and general questions, complaints and concerns, directing them to the appropriate department.
The Village Clerk is also the Records Management Officer, the Election Officer and the Registrar of Vital Statistics.

Department Demographics:

Department Head Name:	# Full Time Staff:	#Part Time Staff	# Seasonal Staff
Teri L. O'Connor	1	1	0

Statistics/Data: Birth Certificates processed in 2021-37 Death Certificates processed in 2021-31 General Permits processed in 2021-28 Involved in projects such as annual renewal of employee health benefits and open enrollment, spending approximately 50 hours on these tasks.
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Upcoming/Ongoing Projects:

Special Election to be held on March 15th of this year and the Records Management Program, for which we received a grant in the amount of \$116,000 (shared with the Fire Department) to organize decades of records.

Upcoming Needs:

None

Important Information the Public Needs to Know:

My office is open Monday – Friday, excluding holidays, from 8:30am to 4:00pm.