

DEPUTY VILLAGE CLERK AND TREASURER

DEPARTMENT: Villages of Candor, Newark Valley & Waverly
CLASSIFICATION: Exempt
SALARY: Determined by Jurisdiction
ADOPTED: 3/02; reviewed 02/18 Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing duties related to the provision of required services and activities in the Village Clerk's Office. The Deputy is authorized to act generally for and in place of the Village Clerk-Treasurer and oversees the delivery of services and proper processing of official documents and papers. Because of the types of documents and papers that must be recorded, the accuracy of the work and attention to detail are of major significance and utmost importance. General supervision is exercised over this position by the Village Clerk-Treasurer. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Assists the public in locating files, answering questions, determining needs, and making referrals;
- Opens, sorts and distributes daily mail;
- Prepares assessment roll, tax rolls and notices;
- Records and maintains fixed asset files;
- Calculates and prints sewer, water, library bills and lists;
- Receives and deposits monies collected by the Clerk's office;
- Issues and records all permits;
- Prepares annual budgets;
- Prepares agendas for Village meetings and schedules Village events;
- Prepares and issues payroll;
- Performs all other duties and functions of the Clerk's office as requested by or in the absence of the Village Clerk-Treasurer.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS: Good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; good knowledge of procedure applicable to the efficient functioning of the Village Clerk's office; good knowledge of account-keeping practices; ability to establish and maintain good interpersonal working relations; ability to exercise good judgment; ability to understand and carry out oral and written instructions; ability to interpret policies of the Village, State and County; tact; courtesy; physical condition commensurate with the demands of the position.

PREFERRED QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency and experience maintaining financial accounts with related software.