

Deputy Town Clerk Tompkins County

Department: Various Town

Classification: Exempt

Revised: 10/95; 7/99; 2/02; 10/06; 6/12; 6/15; 2/20

By: AF: Commissioner of Personnel

SUGGESTED MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York State registered college or university with an Associates Degree **AND** one year of full-time paid (or the equivalent part-time and/or volunteer) office clerical experience; **OR**
- (b) Graduation from high school (or possession of a high school equivalency diploma) with a concentration in business **AND** three years of office clerical experience, preferably at least one year being in a municipal office working with the public and dealing with cash transactions.
- (c) Any combination of training and experience equal to or greater than that described in (a) and (b) above

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

SPECIAL REQUIREMENTS:

Preference may be given to Residents of the municipality.

May be required by the town to obtain and maintain Notary Public license and become a Passport Acceptance Agent.

Ability to take and subscribe to the Constituional Oath of Office and file in appointed municipality before assuming duties.

DISTINGUISHING FEATURES OF THE CLASS:

This is a responsible clerical position that assists the Town Clerk in carrying out the administrative duties and responsibilities of the office, including those related to Town & County tax collection. Position is appointed by the Town Clerk and ratified by the Town Board. Work is performed under the general supervision of the Town Clerk, permitting leeway for the exercise of independent judgment when carrying out the details of the work. This exempt class position serves at the pleasure of the Town Clerk. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Answer various inquiries from Town residents and other municipal offices.
- Issue marriage, dog, and conservation licenses, and handicap parking permits and other related documents and transcripts.
- Receive incoming mail and packages, and distribute.
- Assist with mailings, typing and copying.
- Assist with preparation of vouchers and abstract for monthly payment.
- Collect information and compile reports and documentation.
- Collect permit fees and other miscellaneous fees and charges payable to the Town and prepare deposits.
- Collect water and sewer billings and prepare deposits.
- Research water & sewer billing problems and act as liason between Town residents its water and sewer vendors.
- Assist with Town Board meeting preparation, Town Newsletters, and dog enumeration.
- Attend Town Board meetings in the absence of the Town Clerk and prepare necessary minutes.
- Assist in mailing, collection and reconciliation of Town and County tax bills.
- Perform search of tax records and provide information upon request.
- Assume all duties and responsibilities, under law, of the Town Clerk/Receiver of Taxes in her absence.
- Assist Town Clerk with records management.
- Update the Town's Directory.
- Process Passport Applications per Federal guidelines.
- Provide Notary Services to the public.
- Provide access to public records.

- Maintain office equipment in common area including shared copier and postage machine.
- Order supplies for common area.
- Maintain calendar for conference rooms per Building Use Policy.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Knowledge of accounting practices.
- Good knowledge of office terminology and procedures.
- Good knowledge of business arithmetic and English.
- Ability to understand and carry out oral and written instructions.
- Ability to compose reports and maintain records.
- Ability to deal tactfully and courteously with residents, boards, committees, and other agencies.
- Ability to maintain confidentiality when necessary.
- Ability to obtain a Notary Public license.
- Ability to operate a typewriter, personal computer and calculator.
- Good knowledge of word processing and spreadsheet programs.
- Good knowledge of the municipality in which you will be working.
- Possession of integrity and honesty.
- The employee's physical and mental condition shall be commensurate with the demands of the position.
- Knowledge of municipal government desirable.