

Deputy Village Clerk and Treasurer Tompkins County

Classification: Exempt

Labor Grade: 0

Approved: 0

SUGGESTED MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma with a concentration in business AND two years of office clerical experience preferably in a municipal office dealing with the public and working with cash transactions;

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

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DISTINGUISHING FEATURES OF THE CLASS:

This is a responsible clerical position that assists the Village Clerk and/or the Village Treasurer in carrying out the administrative duties and responsibilities of the office. The incumbent is appointed by the Village Clerk and approved by the Village Board who fixes the powers and duties of the position, which may be the full powers and duties of the Village Clerk and Village Treasurer or may be limited to certain specified areas. Appointment is a twoyear term commencing the first day of January next succeeding the next biennial Village election. The work is performed under the general direction of the Village Clerk and/or Village Treasurer. Considerable leeway is permitted for the exercise of independent judgment when carrying out the details of the work. Supervision may be exercised over a small number of clerical staff. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

May be required to act for and in place of the Village Clerk or Village Treasurer in his/her absence; Answers various inquiries from Village residents and other municipal offices, answers incoming telephone calls and directs them to appropriate departments; Assists with the maintenance of files, contracts, easements, and the records management program and archives; Assists with mailings, typing and copying; Assists in completing reports and documentation; Assists with Village Board meeting preparation, Village Newsletters, elections, and dog enumeration; Attends Village Board, Planning Board, Zoning Board and other meetings as requested and produces minutes in the absence of and/or for the Village Clerk; Collects permit fees and other miscellaneous fees and charges payable to the Village; May be required to maintain accounts payable/receivable and to account for funds; Collects water and sewer billings, makes deposits and assists Accounting office with reconciliation; Researches water and sewer billing problems and acts as liaison; Collects permit fees and other miscellaneous fees and charges payable to the town; Substitutes for the Village Clerk and/or Village Treasurer when necessary; Performs other related duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

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 boards, committees, residents and other agencies; Ability to maintain confidentiality; Ability to obtain a Notary Public license; Ability to operate a typewriter, personal computer, and calculator; Knowledge of word processing and spreadsheet programs; Knowledge of the Ithaca and Tompkins County area; Possession of integrity and honesty; Physical condition commensurate with the demands of the position; Ability to obtain bond desirable; Knowledge of municipal government desirable; Elector of the Village desirable.