

# Village Clerk and Treasurer Tompkins County

**Department:** All Villages  
**Classification:** Unclassified  
**Approved:** Unclassified  
**Revised:** 3/2023  
**By:** RP, Commissioner of Human Resources

## **MINIMUM QUALIFICATIONS:**

Associates degree with a concentration in business or accounting **AND** 2 years office clerical experience OR

Graduation from high school or possession of a high school equivalency diploma **AND** four years of office clerical experience

## **Note:**

Preference in appointment may be given to those with municipal office experience and/or with experience in an office setting with frequent interaction with members of the public.

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

## **DISTINGUISHING FEATURES OF THE CLASS**

The Village Clerk/Treasurer is a local public official pursuant to Village Law Article 3 §2(c) and is tasked with fulfilling all of the statutory duties of Village Clerk and Village Treasurer. The incumbent is appointed by Mayor and approved by the Village Board. Appointment is a two-year term. Work is performed at the direction of the Mayor. Considerable leeway is permitted for the exercise of independent judgment when carrying out the details of the work. Supervision may be exercised over staff if directed. The incumbent will perform all related duties as required.

The incumbent must be able to exercise strong judgment in handling a wide variety of issues. Must be able to work independently, with little supervision, and must display initiative in looking for ways to improve services and procedures. A knowledge of the Village in which employed, and the Tompkins County area in general, is desired. A general knowledge of how municipal governments operate is desirable.

## **TYPICAL WORK ACTIVITIES**

This position provides broad administrative and financial support to the Village, including all Village boards and Department Heads. Work is performed at the direction of the Mayor. Duties of the position include, but are not limited to:

- Answering general inquiries from village residents and other municipal offices.
- Oversee maintenance of files, record management and archives.
- Issue and collect water/sewer bills
- Serve as village tax collector.
- Serve as village benefits clerk.
- Collect permit fees and other village fees and charges as needed.
- Oversee all banking activities including: deposits, transfers, and monthly reconciliations.
- Attend meetings of the Board of Trustees, Planning Board and Zoning Board of Appeals – prepare agendas and take and distribute minutes.
- Administer all payroll duties including: processing bi-weekly, monthly and annual payroll; filing monthly, quarterly and annual reports; issuing employee W2s.
- Oversee payment of all invoices received (accounts payable).

- Prepare and file annual budget
- Prepare monthly and annual financial reports.
- Other duties as assigned by the Mayor or Board of Trustees.

**TYPICAL WORK ACTIVITIES - If employed at the Village of Freeville:**

May Administer the Freeville Summer Recreation Program

May Administer the annual election process

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