

Deputy Village Clerk - Duties Statement Tompkins County

Classification: Exempt for Cayuga Heights, Freeville, Groton and Trumansburg. Competitive PJC for other locations.

Approved: NYS CSC

Revised: 08/04; 03/16

By: AF, Commissioner of Personnel

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.

DISTINGUISHING FEATURES OF THE CLASS:

This position assists the Village Clerk in carrying out the administrative duties and responsibilities of the office. The incumbent is appointed by the Village Mayor and approved by the Village Board who fixes the powers and duties of the position. The Deputy Village Clerk is to act for, and in place of, the Village Clerk in his/her absence. Appointment is a two-year term commencing the first day of Monday of April. The work is performed under the general supervision of the Village Clerk permitting leeway for the exercise of independent judgment in carrying out the details of the work. Depending upon the location, supervision may be exercised over a small number of clerical staff. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Will have the power and authority to act for, and in the place of, the Village Clerk in his/her absence;
- Answers various inquiries from Village residents and other municipal offices, answers incoming telephone calls and directs them to appropriate departments;
- May issue marriage, dog, hunting, fishing and other licenses/permits and related documents and transcripts;
- 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;
- May attend 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;
- Collects water and sewer billings, makes deposits and assists Accounting office with reconciliation;
- May research water and sewer billing problems and acts as liaison;
- May collect permit fees and other miscellaneous fees and charges payable to the town;
- The incumbent will perform all other related duties as required.

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 Village to which appointed 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.
D56.doc